

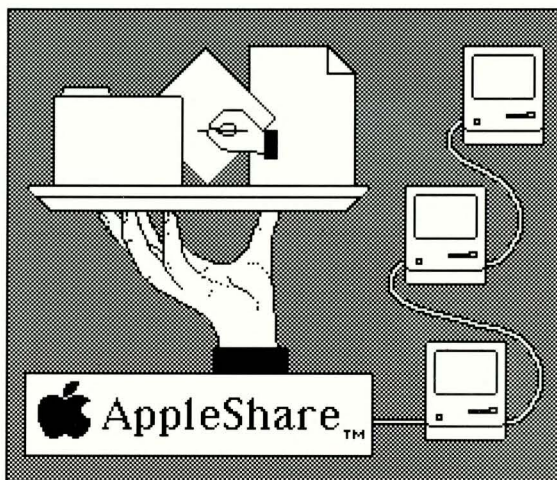


Macintosh™

AppleShare™ Administrator's Guide

File

Server Name:
Finance



Volumes:

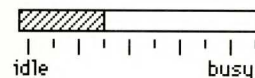
Forecasts and Budgets
Payables and Receivables
Private Folders

Users:

Robert Benson
Janine Crawford
Juan Moreno
Catherine Levi
<Guest>
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<Guest>

Mon, Jul 14, 1986 10:53:26 AM

Activity





Macintosh™

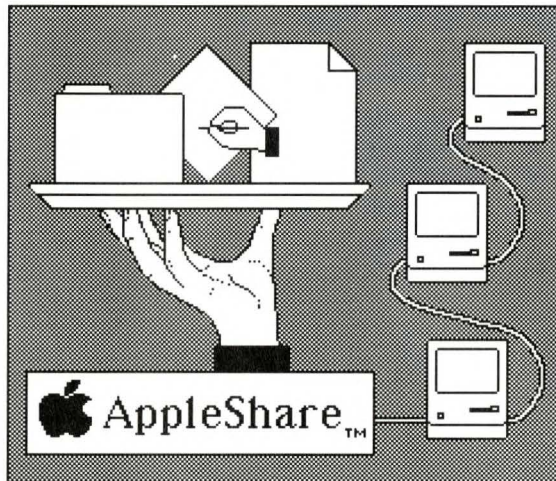
AppleShare™

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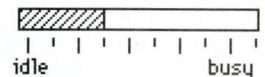
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Preface

Interpersonal Computing

If your Apple® Macintosh™ computer is part of a group of Macintosh computers connected to the AppleTalk® Personal Network, you're probably already aware that AppleTalk is for sharing—for example, sharing a LaserWriter® printer to print publication-quality reports or letters. Now Macintosh users can share information over the AppleTalk network—when you set up an AppleShare™ **file server**.

The AppleShare **file server** is the Macintosh Plus with one or more hard disks that is connected to the AppleTalk network and has AppleShare file server software installed.

The words *file server* and *server* are used interchangeably in this guide.

The AppleShare file server will quickly become the center of desktop communications in your office. Users can both store and share Macintosh documents, folders, and applications on the server. AppleShare also lets users have personal control over how they share their information. Users can decide who will see or use what they've stored. For example, AppleShare lets you set up the server so a user can store a report in a private folder so no one else can see it or make changes to it. But at any time, the user also can make the report available to others who have access to the server. With AppleShare, each Macintosh is a powerful desktop communications tool.

About this guide

This guide shows you how to be the **administrator** of the AppleShare file server. Your first task will be to set up the file server and get users ready for using it to store and share documents, folders, and applications. Then you'll learn how to make it possible for users to control access to their information. And because you are the administrator, you'll learn ways to keep track of how the server is being used so you can help keep everyone on the network working efficiently.

- Chapter 1 tells you about AppleShare and shows you how to set up a Macintosh Plus computer as an AppleShare file server.
- Chapter 2 tells you how to set up the file server so users can control access to the information they store on the server.
- Chapter 3 shows how to keep track of how the file server is used and how to make changes to keep it running smoothly.
- Chapter 4 summarizes all the basic tasks that an administrator may need to do.
- Chapter 5 is a reference that includes a summary of commands.
- Chapter 6 shows you how to do simple troubleshooting.
- A glossary of technical terms and an index are also included.

What you need to know to use this guide

You need to be familiar with basic Macintosh vocabulary and skills to use this guide. If opening or dragging icons, initializing disks, and using folders to arrange documents and applications in a hierarchy are unfamiliar tasks, you can learn these Macintosh basics by using the *Guided Tour* disk and cassette tape that came with your Macintosh Plus, and by reading *Macintosh Plus*, your owner's guide (particularly the section on "Using the Finder to Manage Documents, Folders, and Applications").

Besides this *Administrator's Guide*, there are two other guides that you need to keep close at hand.

- The *AppleShare User's Guide* describes how to use the file server as a user at a work station. You need to be familiar with this guide because, as the administrator, you'll be answering users' questions and helping them to access the server. And you'll probably want to access the server yourself as a user from a work station.
- *AppleTalk Personal Network* is the guide that comes with the AppleTalk System Connector Kit, which you use to connect the server to the AppleTalk network. If something goes wrong with the network, you can use this guide to help with troubleshooting the problem.

Do you have what you need?

To set up the AppleShare file server, you need:

- an Apple Macintosh Plus computer. Once this Macintosh Plus is being used as a file server, you cannot use it as your personal computer. You must “dedicate” this Macintosh Plus to being a file server.
- one or more hard disks, such as the Macintosh Hard Disk 20 or Apple Hard Disk 20SC. See your authorized Apple dealer to find out which drives made by other manufacturers are compatible with AppleShare.
- the AppleTalk System Connector Kit for the Macintosh Plus that will become the file server. It is assumed that the AppleTalk Personal Network is already installed.
- the *AppleShare Server Installer* disk
- the *AppleShare Work Station Installer* disk
- the *AppleShare User's Guide*

To open and print reports that help you keep a record of what's happening on the server, you also need:

- a word processing application, such as the MacWrite™ application
- a printer

You'll learn about creating and using these reports in Chapter 3.



Chapter 1



Getting Started

This chapter begins by introducing the AppleShare file server and defining some of the words you'll encounter as you set it up—words like *work station* and *volume*. Then you'll set up the equipment for the server, get it ready for storing information, and make it available to the users on the network.

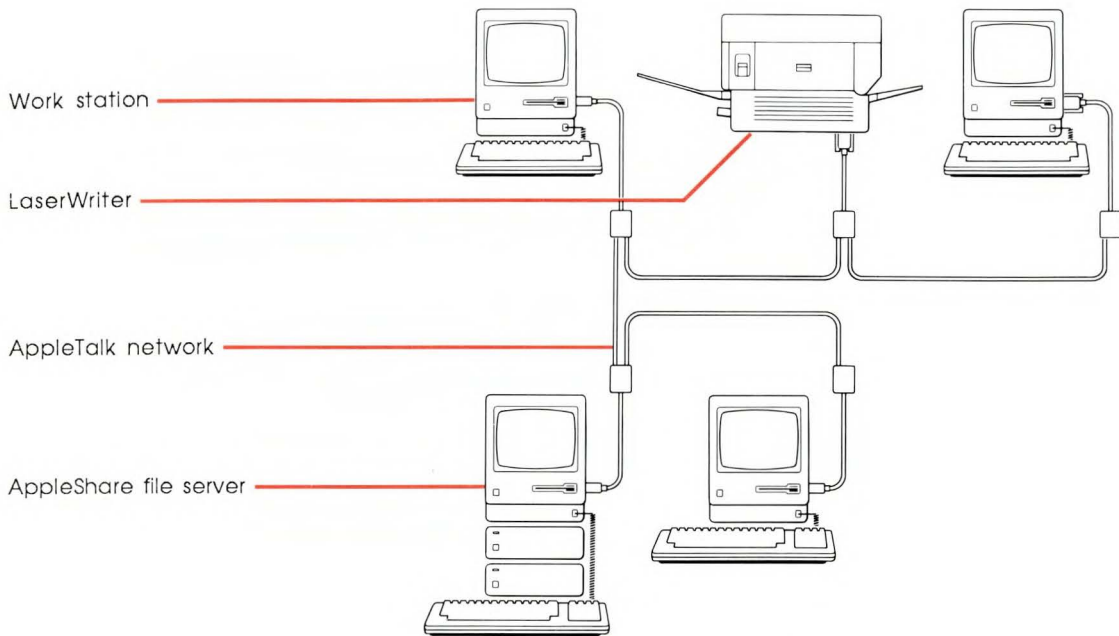
A **work station** is a computer—in this case, the Macintosh—that you can use to do your work and send or receive information over a network—in this case, the AppleTalk Personal Network.

A hard disk attached to the Macintosh Plus that's running AppleShare server software is called a **volume**.

About the AppleShare file server

Your office probably has many Macintosh **work stations** that are connected to the AppleTalk network so they can share office equipment economically. For example, you may be sharing a LaserWriter to print documents. With AppleShare, work stations can have access to the AppleShare file server—a Macintosh Plus, also on the network, that has one or more hard disks used exclusively for storing and sharing information. This Macintosh Plus becomes a file server only after you prepare it by installing AppleShare software.

When you make the file server available to users on the network, for the most part users will use the server's hard disks, known as **volumes**, just like they've used any Macintosh disk drive. After they select a volume, its icon appears on their Macintosh desktop. After they open it, they can then (for example) create folders and save documents on the volume.



In this way, the file server acts like a filing cabinet shared by a group of people. For example, if members of an organization want to share news or research findings, they can store the document in a folder on the server, and their colleagues can open it and read it at their work stations—and can even add comments to the document.

As the administrator, you can also set up the server so it works like a *locked* filing cabinet, as if there were locks on individual folders within the cabinet. Then only certain users on the network can open a particular folder. To do this, you must create a list of **registered users** on the server and assign them **passwords**.

AppleShare then lets registered users create folders on the server and give or withhold from other users access to what's in each folder. The user (who is the **owner** of a folder) sets **access privileges** for each folder. With access privileges, a user can keep a folder private, make it available to only a certain group of people, or make it available to everyone on the network. The user can even decide who, if anyone, can make changes to the contents of a folder.

A folder is owned by the user who creates it.

In Chapter 2, you'll learn how to register users so they can set access privileges for the folders they own. You'll also learn how to create groups of registered users, so the owner of a folder can give a group access to a folder's contents.

You'll begin by setting up the server so all users on the network can store information on the server's volumes, and so the information they store will be available to all users—if they have AppleShare software.

If your organization requires that users be able to set access privileges to keep the information in their folders private, you'll go on to Chapter 2, "Privacy on the File Server."

After setting up the file server and access privileges (if you need them), you'll want to read Chapter 3, "Keeping the File Server Running Smoothly."

Choosing a secure place for the server

Before you unpack and set up the file server equipment—the Macintosh Plus and the hard disk drives—choose a secure place to set it up.

AppleShare lets you set up access privileges and protect information from being accessed over the network, but you cannot prevent someone from tampering with what's stored on the server if that person has physical access to the server volumes. For example, if a server volume is physically removed from the server and then connected to a Macintosh Plus somewhere else, access privileges have no effect, and all folders and documents stored on that volume can be opened.

Warning Set up the server in a secure place. Perhaps choose a room to which only you have access.

Setting up equipment for the server

For each piece of equipment you'll be using as part of the server, read the unpacking instructions and refer to the owner's guide if you have questions about setting it up.

❖ *Note:* If the Macintosh Plus that you plan to use as the file server is already part of your AppleTalk network, you may want to skip to the section "Getting the File Server Ready."

1. Choose a secure place for the server.

2. Set up the Macintosh Plus that will be the file server.

Following the instructions in your *Macintosh Plus* owner's guide, attach the power cord to the Macintosh Plus and plug the other end into a grounded outlet. Then attach the keyboard and mouse. If you haven't used a Macintosh before, now's the time to read the owner's guide or take the *Guided Tour*.

3. Switch off the Macintosh Plus if you've turned it on.

4. Attach one or more hard disks to the Macintosh Plus.

Follow the instructions in your hard disk owner's guide. You can attach up to nine hard disks in all—up to two Hard Disk 20s or their equivalent, and up to seven Hard Disk 20SCs or other SCSI (Small Computer System Interface) drives.

5. Connect the Macintosh Plus to the AppleTalk network.

AppleTalk Personal Network, the guide that came with your AppleTalk System Connector Kit, tells how to set up an AppleTalk network and how to add a new device to the network.

The file server can be anywhere on the network—it doesn't have to be at one end of the network or another.

You'll soon use AppleShare Admin to prepare the **startup volume**, which will contain all the necessary system and AppleShare files so the Macintosh Plus can start up as a file server.

Getting the file server ready

Now that you've set up the Macintosh Plus and hard disks and added the Macintosh Plus to the AppleTalk network, you're ready to switch on the hard disks and start up the Macintosh Plus with the *AppleShare Server Installer* disk. As necessary, you'll initialize and name any new hard disks, and then you'll use the AppleShare Admin application to select one hard disk as the server's **startup volume**. Next, you'll give the server a name and specify an **Admin key**—a secret word that only you should know. That's so only you can use it again to open the AppleShare Admin application to keep track of how the server is used and to make changes to keep it running smoothly.

Naming server volumes

Once the server is running, the names you give the hard disks will appear over the network as the names of the volumes on the server. (You won't need to divide single disks into multiple "volumes.") The following instructions assume you're naming a Macintosh Hard Disk 20 or Apple Hard Disk 20SC. If you've attached another kind of hard disk, see its owner's guide for instructions.

1. Switch off the Macintosh Plus if it's on.

If you're currently using the Macintosh Plus, return to the Finder, choose Shut Down from the Special menu, and switch off each hard disk before switching off the Macintosh Plus.

2. Switch on all hard disks attached to the Macintosh Plus.

You can switch them on in any order.

3. When all disks are up to speed, insert the *AppleShare Server Installer* disk into the built-in disk drive, and switch on the Macintosh Plus.

If you're not sure how to tell when a disk is up to speed, see its owner's guide.

After a few seconds, the Server Installer disk icon appears in the top-right corner of the desktop, followed by the icon and name of each previously initialized hard disk.

If any of the hard disks has not been initialized, you'll be asked if you want to initialize it. If you've attached an uninitialized Hard Disk 20SC, you must use the HD 20SC Installer application to initialize it. See your owner's guide for the Hard Disk 20SC for instructions.

If no disks need to be initialized, skip to the next section on "Specifying the Server Startup Volume."

4. Click **Initialize**.

After a few minutes, you're asked to name the disk. If the disk doesn't initialize properly, see its owner's guide.

5. Type a disk name, up to 27 characters long.

You can use any character except a colon (:).

6. Click **OK**.

7. Repeat steps 4 through 6 until all disks are initialized and named.

Be sure to give each disk a unique name.

After a disk is initialized and named, its icon and name appear on the desktop.

From here on, as you begin to install AppleShare software, the hard disks will be known as *volumes*.

Specifying the server startup volume

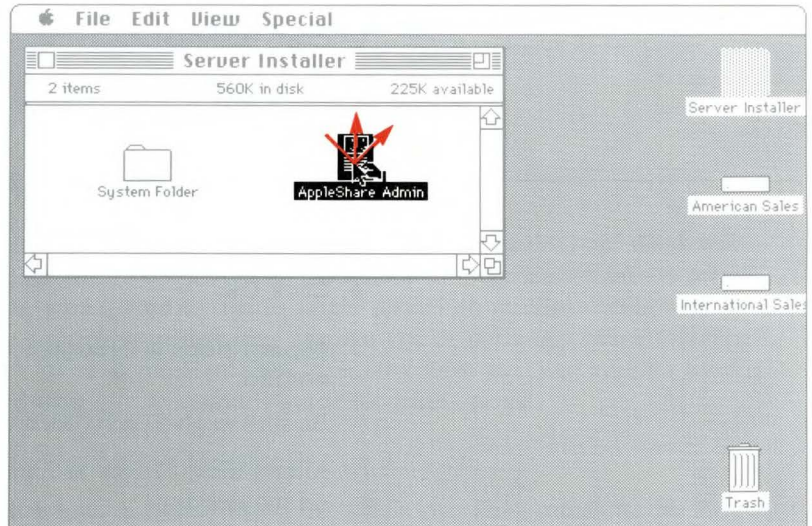
When you install AppleShare software, a special folder, called the **Server Folder**, is created on each server volume. These folders contain information about the volumes. The server needs this information to operate. The server startup volume has additional information in its Server Folder. The server needs this information—which includes the AppleShare server application and related files—to start up.

You use the AppleShare Admin application to install the AppleShare server software.

Your *AppleShare Server Installer* disk contains an application program called AppleShare Admin. You'll use AppleShare Admin to specify which server volume will be the startup volume. Then AppleShare Admin will create a Server Folder and install the AppleShare server software in that folder.

1. Open the Server Installer disk icon if it's not already open.

Select the disk icon and choose Open from the File menu, or just double-click the disk icon.



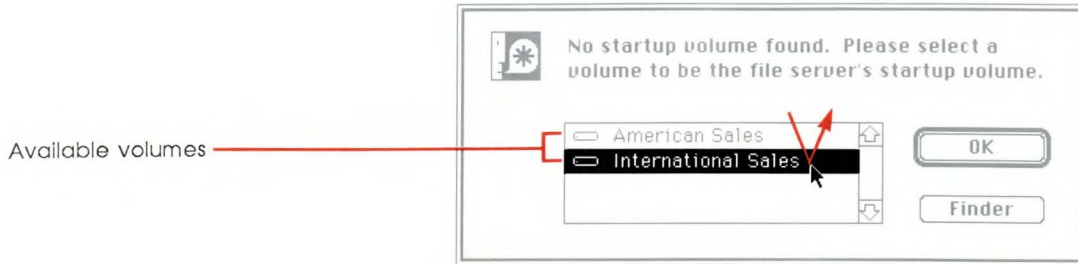
2. Open the AppleShare Admin icon.

Select the icon and choose Open from the File menu, or just double-click the icon.

AppleShare soon presents a dialog box with an alphabetized list of the server volumes that are attached to the Macintosh Plus. You're asked to select one of them to be the server startup volume.

3. Click the volume that will be the server startup volume.

Scroll the list, if necessary, to find the name you want.



4. Click OK.

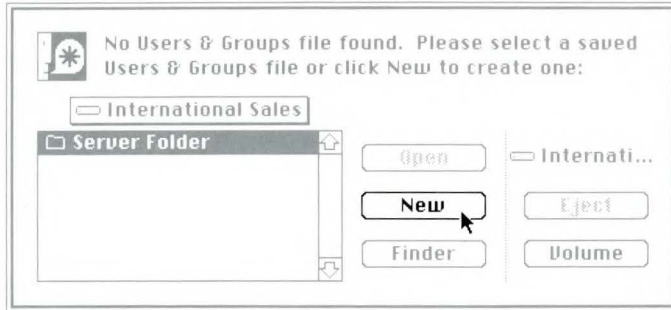
A message asks you to confirm that it's okay to prepare the startup volume.



5. Click OK.

A series of messages tells you that AppleShare Admin is preparing the startup volume.

After AppleShare Admin creates a Server Folder and copies to it the **files** needed to start up and run the server, AppleShare Admin checks to see if the volume has a Users & Groups file—which would include a list of server users. Because the server is being set up for the first time, there is no such file. And because a startup volume must have a Users & Groups file, even one without a list of names, you'll create the file now. Later, if you decide to go on to Chapter 2, you'll register users, and their names will be added to the file.



6. Click New.

AppleShare Admin creates the Users & Groups file and saves it in the Server Folder on the startup volume.

Naming the server and choosing the Admin key

The name you give the file server will appear over the AppleTalk network.

Now you're asked to give the file server a name. To help users know which server to choose when there's more than one available, you might give the server the name or location of your department, such as "Sales & Marketing" or "Second Floor West."

You'll also enter the Admin key, which you must type each time you want to open the AppleShare Admin application. (For this reason, the key is called the Admin key.) Because AppleShare Admin lets you get access to all the folders that are stored on the server, including the ones containing users' private documents, it is important to keep the Admin key confidential.

1. Type a name for the server. Don't press Return.

Each file server must have a unique name.

A server name can be up to 31 characters long.

2. Press Tab, and type the key.

The key can be up to eight characters long.



Warning Memorize your Admin key, and write it down exactly as you typed it and keep it in a safe place. You will never see it again on the server, and there is no way to find out what it is.

Keep the key confidential. Anyone who has an *AppleShare Server Installer* disk and knows the Admin key of your server could use AppleShare Admin to access information on the file server—including information about users and groups—and could make changes to it. They could also change information about folders, including folder's names, owners, and access privileges.

Each time you use the key, you must type uppercase and lowercase characters exactly as you typed them now.

3. Click OK.

A message asks you to make sure that you've typed the key exactly as you want it.



4. Click **OK** to confirm the key as you typed it, or click **Cancel** to return to the dialog box and make changes.

If you click **Cancel**, you can make changes to the server name as well as the key.

Once you've clicked **OK**, AppleShare Admin finishes preparing the server. This may take several minutes. During this time, several messages appear on the screen and tell you what AppleShare Admin is doing. Some messages appear only briefly, but don't worry about reading them.

Preparing additional volumes

If you've attached more than one hard disk (volume) to the file server, a dialog box appears for each additional volume and asks you about preparing it for use with the server.



- **For each volume you want to prepare, click **OK**.**

A series of messages confirms that AppleShare Admin is preparing the volume.

- **For each volume attached to the file server that you don't want to use as a server volume, click **Skip Volume**.**

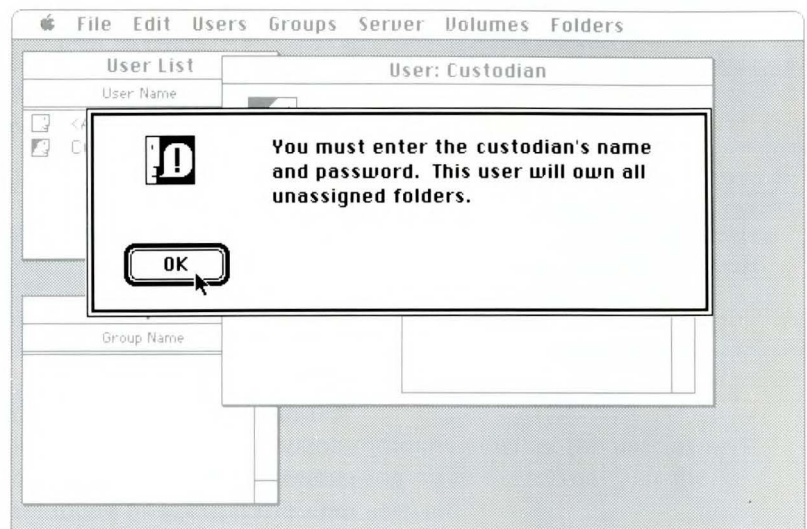
A skipped volume will never be available over the network.

You'll probably use this option only if you left a hard disk (volume) attached to the server but you really don't want to use the disk as a server volume. Later, when the server is shut down and the equipment is switched off, you can unconnect the "skipped volume" from the server.

When AppleShare Admin has prepared all the volumes, several menu names appear in the menu bar at the top of your screen. They contain commands you'll use for working with the server when it's shut down and not available on the network. (You'll learn about using these commands in Chapters 2 and 3.)

Giving the custodian a name and password

AppleShare Admin has also opened three windows: the User List, the Group List, and a user information window. In front of them is a dialog box telling you that you need to enter the name and password of the server's custodian.



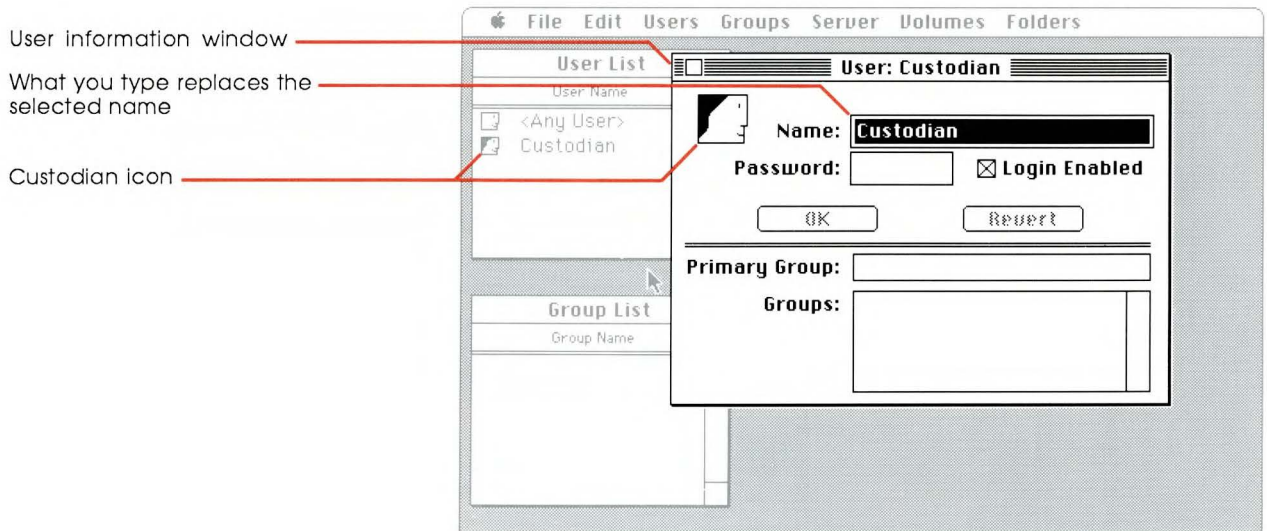
Like a folder, a volume can have an owner who can set access privileges for that volume.

Every server must have a user known as the **custodian**. When AppleShare Admin prepares the server, the custodian becomes the owner of the prepared volumes and any folders that were already on the hard disks before AppleShare Admin prepared them. And later, if the server's record of who owns a folder is incomplete, the custodian will become the owner of that folder. In this sense, the custodian is really a caretaker who looks after all unowned folders on the server.

For now, you'll choose a custodian name and password. Later, if you need to, you can always use AppleShare Admin to rename the custodian.

1. Click OK.

The dialog box goes away, and the user information window is active.



You must remember the custodian's name and password. To access the server as the custodian, you must type a name and password from a work station. The custodian is, in fact, a registered user, and you'll learn more about this in Chapter 2.

Notice that "Custodian" is already shown as the user's name in the User List window, next to the custodian icon. You can either keep that name or enter a different one.

2. If you want to use "Custodian" as the custodian's name, go on to step 4.

3. Type a different name for the custodian. Don't press Return.

The name can be up to 31 characters long.

4. Press Tab, and type a password up to eight characters long.

Don't leave the password blank, or anyone will be able to access the server as the custodian just by using the custodian's name. And don't use a password that others on the network can easily guess, such as a last name or nickname.

As you type, each character appears as a large dot. If you think you've made a typing error, select the entire password and retype it.

- ❖ *Note:* The password is *not* the same as the Admin key. All registered users, including the custodian, have a password. Passwords are used when registered users access the server over the network. The Admin key is used only by the administrator to open AppleShare Admin when the server is shut down.

Warning

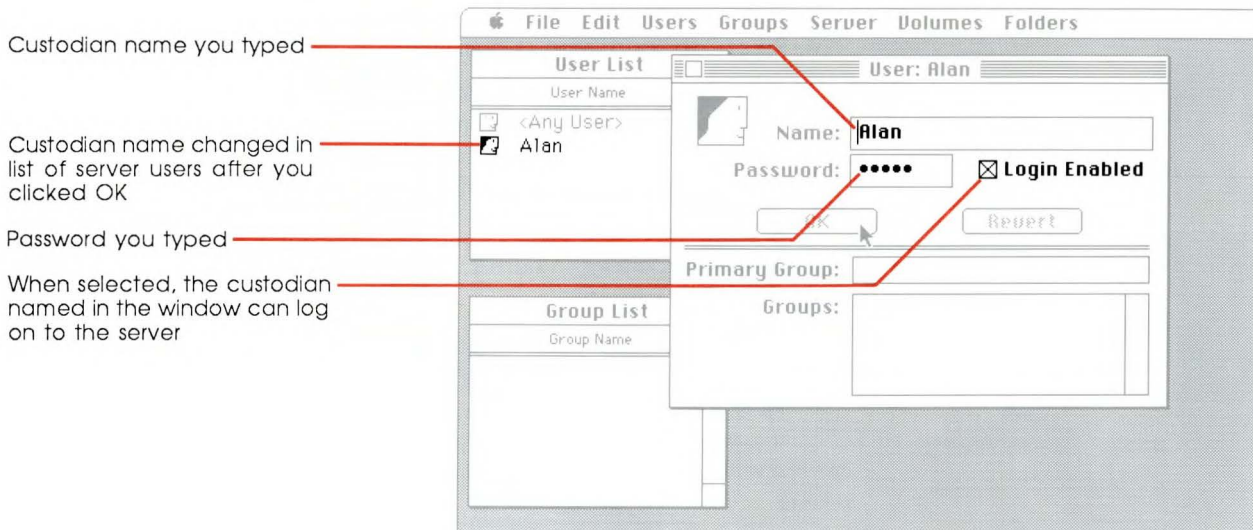
Write down the custodian's password exactly as you typed it, and keep it in a safe place. The password never appears again. Each time you try to access the server from a work station as the custodian, you must type the password exactly as you typed it here—with the same uppercase and lowercase characters.

5. Make sure the Login Enabled option is selected.

The Login Enabled option indicates whether the user named in the window is allowed to **log on** to the server. Click the option to select it if it's not selected.

Selecting a server from a work station and identifying yourself is called **logging on**.

6. Click OK.



Custodian icon



User icon

On the desktop, the User List window is updated if you typed a new name. It now includes the custodian icon and name and a user icon named "<Any User>." (You'll learn more about "<Any User>" later.)

Checking the clock and RAM Cache

Before making the server available on the network, you need to check that the server's Macintosh Plus clock is set to the correct date and time. You'll use the Alarm Clock desk accessory to check the date and time and change it, if necessary.

You must also check the RAM Cache. Then when you start up the server, frequently used information will be stored in the RAM Cache, and the server won't have to take time to get it from the volume. This can improve the server's performance. But set the RAM Cache only at the recommended amount.

Using the Alarm Clock

1. Choose Alarm Clock from the Apple menu.

Click the “lever” on the right side of the clock. If the date displayed is incorrect, click the digits you want to change. Then click the up arrow to advance the numbers, or click the down arrow to go backward.

To change the time, click the time icon in the bottom panel on the left, and change the digits as you did for the date. Click in the top panel to set the time. For more information, see *Macintosh Plus*, your owner’s guide.

2. Close the Alarm Clock.

Either choose Close from the File menu, or click its close box.

- ❖ *Note:* If you ever notice when you start up the server that the clock is losing time, check the battery in your Macintosh Plus. See *Macintosh Plus*, your owner’s guide, for instructions.

Next, you’ll check the RAM Cache setting, and change it and turn it on, if necessary.

Using the RAM Cache

1. Choose Control Panel from the Apple menu.

2. Select the On button for the RAM Cache if it’s not selected.

3. Use the arrows to scroll the amount of memory to “64K.”

The recommended amount of memory you can use for the RAM Cache is 64K. This amount may change in later versions of AppleShare, so check with your authorized Apple dealer for more information.

Making the file server available

You've finished preparing the server. Now you're ready to quit AppleShare Admin and make the server available to users on the network.

1. Choose Quit from the File menu.

You return to the Finder.

Warning Don't move or rename any documents or folders on server volumes at this time. If you do, you'll have to run AppleShare Admin again. Such changes should only be made either with AppleShare Admin or over the network.

2. Use the Chooser desk accessory to check that the AppleTalk Active option is selected.

Choose Chooser from the Apple menu, and click AppleTalk Active if it's not already selected. Then close the Chooser by choosing Close from the File menu or clicking its close box.

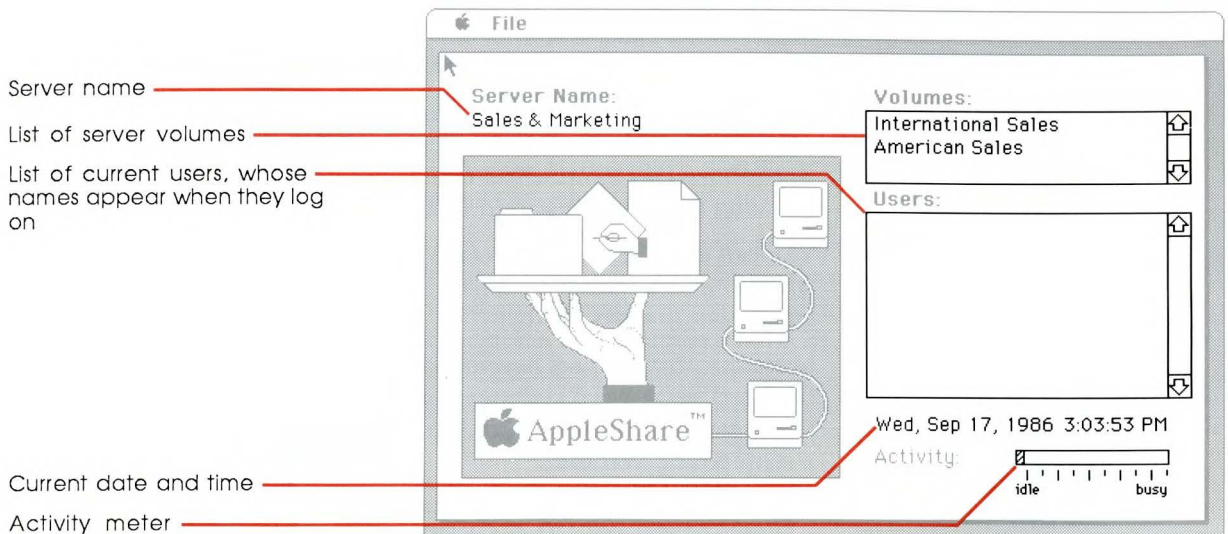
3. Choose Shut Down from the Special menu.

The *AppleShare Server Installer* disk is ejected, and the Macintosh Plus starts up as a file server.

Be patient—this can take several minutes. After AppleShare checks the volumes on the server and registers the server name on the AppleTalk network so that it can appear on users' work stations, the AppleShare server status window is displayed.

Important Store the *AppleShare Server Installer* disk in a safe place. Don't copy it to a server volume. Don't give it to anyone else.

The server status window



The AppleShare server status window tells you the current status of the server. In the Volumes list are all of the active volumes on the server. Because you've just started up the server, no users are shown as currently using the server.

In Chapter 3 you'll learn how to use the information in the server status window to monitor server activity.

The activity meter tells you how much the server is being used at any moment. The activity level should now read "idle."

Now that the server is available on the AppleTalk network for storing and sharing information, you need to help users get their work stations ready so they can begin using the server.

Getting users ready

Before they can access the server from their work stations, users must install AppleShare software on their work station startup disks. You, too, have to update your work station startup disks.

The *AppleShare Work Station Installer* disk contains the AppleShare software and new versions of the system files. The *AppleShare User's Guide* has complete instructions for creating or updating work station startup disks.

You can either let users have a copy of the *AppleShare Work Station Installer* disk to create or update their own startup disks, or you can create startup disks for them.

Make sure that all users have updated their startup disks with these (or later) versions of system software: Finder 5.4, System file 3.3, Chooser 3.0, and LaserWriter 3.1. To find out what versions are on a startup disk, you can:

- Check the Finder version by starting up a work station with the disk and choosing About the Finder from the Apple menu.
 - Check the System file version by selecting the System icon in the System Folder and choosing Get Info from the File menu. The System file must have a creation date of January 1, 1986, or later.
 - Check the Chooser version by choosing Chooser from the Apple menu and noting the version number in the lower-right corner.
 - Check the LaserWriter software version by selecting the LaserWriter icon in the System Folder and choosing Get Info from the File menu.
- ❖ *Note:* You only need LaserWriter software if you're going to print with the LaserWriter.

Every so often, check with your authorized Apple dealer to make sure that you have the most current software versions.

After users have updated to AppleShare startup disks, they can access the server and use it for storing and sharing information, as described in Chapter 1 of the *AppleShare User's Guide*.

What next?

As administrator, you may have to answer users' questions about accessing and using the file server. Read and become familiar with the *AppleShare User's Guide*. The best way to be prepared for questions is to have hands-on experience as a user. Use the server from a work station to know how it works. One thing you might try right now is to create a document that contains a message that all users can read.

Now that the server is running, users can log on to the server to create folders and store documents on server volumes. Because users are not registered, they will log on as **guests**, and anything a user stores on the server can be seen, changed, and deleted by any other user. If you want to make it possible for users to set access privileges for their folders to control who has access to their information, go on to Chapter 2, "Privacy on the File Server."

Otherwise, turn to Chapter 3 and read about how the administrator can keep the file server running smoothly. You'll also find information about keeping backup copies of what's stored on the server.

If for any reason you want to shut the server down and later restart it, see the instructions in "Starting Up or Shutting Down the Server," in Chapter 4.



Chapter 2



Privacy on the File Server

Now that users on the AppleTalk network can access the server to store and share information, in this chapter you'll learn how to make it possible for them to control access to their information. Users will be able to keep the contents of their folders private, or share them with a work group, or even make them available to all users who have access to the server. They can do this when they access the server as registered users and set access privileges for the folders they create.

After you learn how to register users so they can set access privileges for their folders, you'll learn about setting up groups on the server that reflect the work groups in your office. Then members of a group will be able to share information among themselves on the server without letting others see or use it.

Planning ahead

You'll begin by gathering, from the users on your network, the information you need in order to register them and set up groups. To keep the file server available for users as much as possible, it's best to plan carefully when you'll shut down the server and use AppleShare Admin to register users and set up groups.

First, you need to make a list of all the people who will be using the server. In consultation with each user, write down the name and password each user would like to use to log on to the server.

However, before you do this, you may want to decide how you'll enter their names on the server. Because user names are alphabetized in the User List window, it's a good idea to enter them in a consistent way—first names only or last names first, for example—so it'll be easy for you to find them when you're using AppleShare Admin.

Here are some guidelines for helping a user to choose a name and password:

- Let the user know how you plan to enter user names so the user can choose a name accordingly.
- A user name can be up to 31 characters long.
- No user can have the same name as another user.
- A password can be up to eight characters long. Make sure you note which characters are uppercase and lowercase.
- A user should not choose a password that can be easily guessed—a nickname, for example—and should not tell others the password. That way, no one else can use the password to log on to the server and have access to that user's folders.

Next, you can note the user's department and list any projects the user is working on. Later, you can compare your notes on each user to get an idea of which users belong to the same work groups. When a user is a member of several groups, note which group the user works with most of the time. Usually, this group is the user's **primary group**—the group of users with whom the user will most often be sharing documents stored on the server.

You'll learn what it means to specify a user's **primary group** later in this chapter.

You can also ask groups in your organization, such as departments or project teams, to give you lists of users in their groups and suggest what names they'd like their groups to have on the server.

Here are some guidelines for choosing a group name:

- A group name can be up to 31 characters long.
- No group can have the same name as another group.

When you have a preliminary list of groups and their members, confirm with users that you've listed them in the correct groups. Because it may take longer for people to agree on what groups they want to be in and what they want them to be called, you may want to register users first and then set up groups at another time.

If you want, you can register users now and create groups at another time.

Shutting down the server

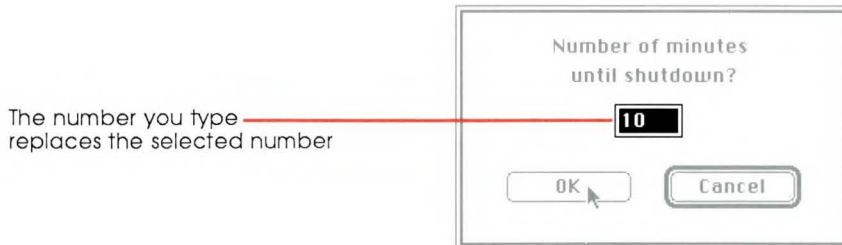
Any time you need to use AppleShare Admin to make changes to the server—as you’ll soon do when you register users—you must shut down the server. When you begin the shutdown procedure, you’ll decide what time you want the server to shut down, and the server will notify users at all work stations about the coming **shutdown**.

Warning Never switch off the Macintosh Plus or any hard disk that’s part of the server without first going through the shutdown procedure, or else information that has not been saved to a volume or work station disk may be lost.

Choose a time to shut down the server when server activity is relatively light. Avoid shutting down the server while a user is logged on and printing a long document from a work station.

1. Choose Quit from the File menu.

A dialog box appears and asks you to specify the number of minutes until shutdown. Because ten minutes is usually enough time for users to finish work and log off, the dialog box already shows “10.” But try to allow enough time for users who may be away from their work stations to return, save their work, and log off the server.



2. Enter the number of minutes until shutdown.

Either leave “10” or type a number from 0 to 4094 (about 68 hours). You can type whole numbers only—not fractions.

Caution If you type “0” as the number of minutes until shutdown and then click OK, the server will shut down immediately, without notifying users so they can save their work.

3. Click OK.

A dialog box shows the minutes and seconds remaining until shutdown.



After you click OK, the server sends a message to all work stations that are logged on at that time. The message tells users how much time remains before shutdown.

You can cancel the countdown at any time by clicking Cancel. The server will notify logged-on users at their work stations that the shutdown has been cancelled.

If you entered a countdown time of more than 60 minutes, the server sends additional warning messages over the network every hour. During the final hour, messages are sent every ten minutes, then at five minutes, two minutes, and one minute before shutdown. During those last five minutes, users can't log on to the server.

When the countdown finishes, a message tells you that the server has been shut down. If anyone on the network is still using the server, information that has not been saved may be lost. (See the *AppleShare User's Guide* for further details about what happens at a work station during the shutdown procedure.)

Warning After the server has been shut down, do not add, delete, or otherwise make changes to server volumes, except by using AppleShare Admin. If you do, you'll have to use AppleShare Admin again to make sure the server has correct information about each file and folder on the server.

Now that the server is shut down, you'll restart the Macintosh Plus with the *AppleShare Server Installer* disk so you can begin registering users.

❖ *Keep in mind:* You can take a break from this chapter at any point. Leave everything switched on and pick up where you left off. But remember, after you've opened AppleShare Admin, you must make sure that no one else uses it to access or change information on the server. If you have the server in a secure place, you don't have to worry about its contents being tampered with.

If you need to make the server available again before you finish this chapter, refer to "Making the File Server Available" in Chapter 1 for instructions. At another time, you can shut down the server and continue with this chapter.

Registering users

After you open AppleShare Admin, you'll register each user by entering the user's name and password in a user information window—in the same way you entered the custodian's name and password in Chapter 1. So have your list of users and their passwords nearby.

1. Insert the *AppleShare Server Installer* disk in the built-in disk drive, and click **Restart**.

You're soon in the Finder, with the Server Installer disk icon on the desktop.

2. Open the Server Installer disk icon, if it's not already open, and then open the AppleShare Admin icon.

To open an icon, select it and choose Open from the File menu, or just double-click the icon.

After AppleShare Admin checks for server volumes, you're asked to enter your Admin key so you can use AppleShare Admin to work with the server.

3. Type the Admin key.

As you type, each character appears as a large dot.

The Admin key you type appears as large dots



Remember to type the Admin key exactly as you first typed it when you were getting the server ready. Be sure that you type uppercase and lowercase characters in the same way. If you originally entered "sesame," then typing "Sesame" will not open AppleShare Admin.

If you typed the Admin key incorrectly and then clicked OK, you're asked to try again. You have two more tries before you automatically return to the Finder.

If you've forgotten both the Admin key *and* where you wrote it down, refer to Chapter 6, "Troubleshooting."

4. Click OK.

AppleShare Admin completes its check of server volumes and then displays the User List window and the Group List window. The User List window contains two names: "<Any User>" and the custodian name. The Group List window is empty because you haven't yet created any groups.

You can now register users one at a time on the server. The steps that follow show you how to register a user. Then you can follow the same steps to register the other users.

5. Choose Create User from the Users menu.

A new user information window titled “New User” appears.

6. Type the user’s name. Don’t press Return.

The name can be up to 31 characters long.

If you happen to type a name that’s already being used, you’ll be asked to choose another name. You can’t make two names different just by capitalizing one and not the other. For example, the server considers “Bruce” and “bruce” to be the same user name.

7. Press Tab, and type the user’s password.

A password can be up to eight characters long. As you type, each character appears as a large dot.

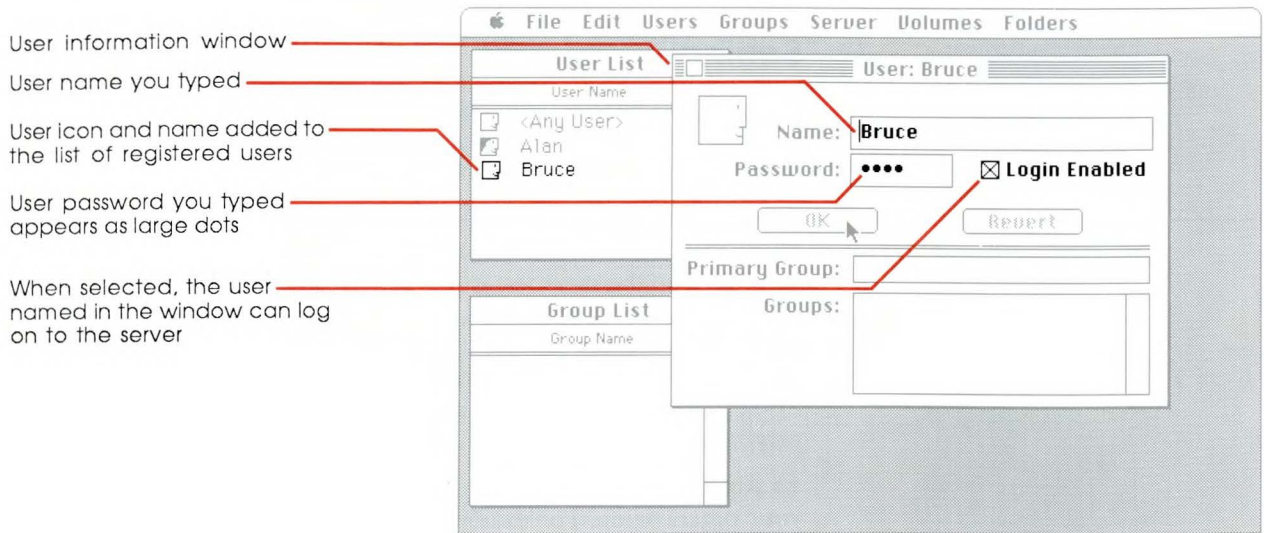
If you think you’ve made a typing mistake, select the dots and retype the password.

8. Click OK.

AppleShare Admin saves both the user name and password on the server and lists the name alphabetically in the User List window. Also, the title of the user information window now includes the user name.

For now, don’t worry about the places in the user information window for entering a primary group and other groups.

Remember, make sure that the Login Enabled option is selected (an “X” is in the check box) if you want this user to be able to log on to the server.



9. Close the user information window by clicking its close box.

10. Register the other users.

Repeat steps 5 through 9 until all users are listed in the User List window.

You may also want to register yourself with a user name and password if you're going to be accessing the server for your own personal work. That way, you can log on to the server as a user.

- ❖ *Note:* After you click OK in step 8, you can leave the user information window displayed and later close all of the user information windows at one time by choosing Close All from the File menu. If you do this, all of the displayed windows close—including the User List and Group List windows. Before going on, display the User List and Group List windows again by choosing User List from the Users menu and Group List from the Groups menu.

If you're not going to set up groups right now, it's important for you to continue in this chapter with "Backing Up Users and Groups Lists."

If you're going to set up groups, go on to the next section.

Setting up groups

By setting up groups of registered users on the server, you make it possible for users to limit access to the information in their folders to just the members of a group.

It works like this: AppleShare lets a user assign one group to any folder that the user owns. Then the user can set access privileges for that folder so the members of the group have access to what's in the folder. In this way, a user can assign a group to a folder so that a group of coworkers can use the contents of the folder while other users can't. (Later in this chapter, you'll learn how you can use AppleShare Admin to assign a group to a folder and set access privileges.)

As administrator, you'll set up groups according to the needs of your organization. For example, managers or project teams may want you to set up groups of users with whom they can share information while keeping it private from other users on the network.

Before you create groups and name them, make sure you have a list of groups and the users who will be members. If you don't have a list, see "Planning Ahead" earlier in this chapter for ideas about how to collect information for the list.

With your list of groups in hand, you'll learn how to create groups, name them, and assign users as members. You'll also learn how to specify a primary group for a user. That way, when the user creates a folder, the primary group is automatically entered as the group of users to which the user may want to give access privileges for that folder.

Creating a group

You'll start by creating a group, naming it, and assigning users to it. Then you can follow the same steps to set up additional groups on the server.

1. Choose Create Group from the Groups menu.

A new group information window titled "New Group" appears.

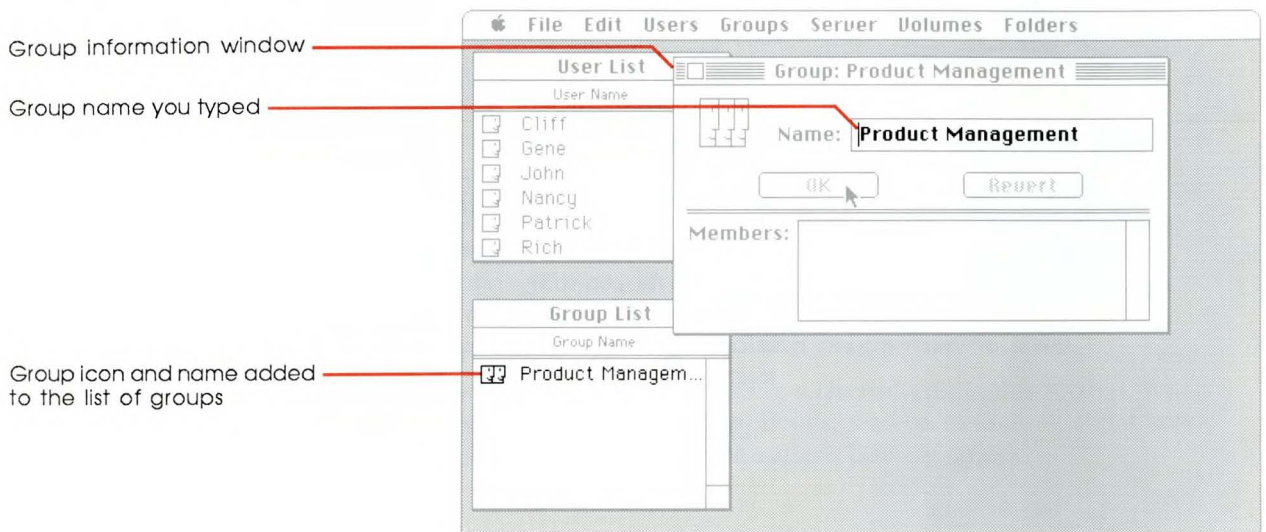
2. Type the group's name.

The name can be up to 31 characters long.

If you happen to type a name that's already being used, you'll be asked to choose another name.

3. Click OK.

AppleShare Admin saves the group name and alphabetically lists it in the Group List window. Also, the title bar of the group information window now includes the group name.



Next, you'll assign users to this group.

Registered users who are not in any group will have access only to their own folders, or to those folders to which all users on the network have access.

Assigning users to the group

As administrator, you're the only person who can assign users to a group (or remove them). You can assign each user to one or more groups (up to 15 groups), or to none at all. Whenever you assign users to a group, it's your responsibility to tell users which groups you've assigned them to and who else is in those groups.

AppleShare Admin provides more than one way to assign users to a group. This section describes just one of them. You'll assign users to the group you just created by dragging a user's icon (and name) from the User List window to the Members list in the group's information window. (See "Adding a User to a Group" in Chapter 4 for other ways to assign users to groups.)

1. In the User List window, select the name of the user you want to assign to this group.

You can select a name by clicking the name or its icon.

You can also select more than one name by dragging through the list of names (not the user icons), or by Shift-clicking to select names anywhere in the list.

Scroll the list, if necessary, to find all the names you want.

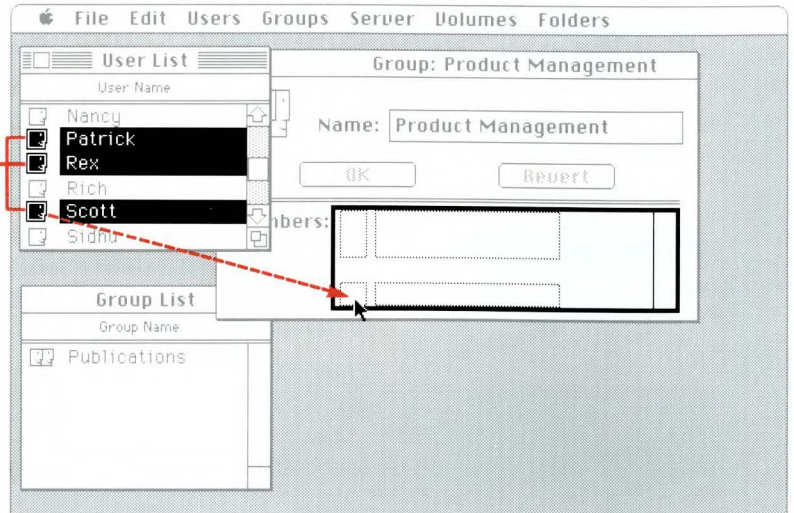
If you change your mind about a selection, you can deselect a name by Shift-clicking the selection.

2. Drag the selected user icon from the User List window into the Members list of the group information window.

Position the pointer on a selected user icon to drag the icon and its name. As you drag, a dotted outline of the selected icon and name appears. Drag it into the Members list in the group information window until the rectangle is highlighted, and then release the mouse button.

If you've selected more than one name, drag any selected icon and all the selected icons and names move in formation.

The selected users will be added as members of the group



As soon as you release the mouse button, the window is updated to include the newly added users as members, and the changes are automatically saved on the server.

❖ *Note:* You can assign users to groups only by dragging icons to the appropriate places. You can't assign members by typing their names in windows.

3. Close the group information window by clicking its close box.

To see that a given user has been added to a given group, you can also select that user's name in the User List window and choose User Info from the Users menu. Look in the Groups list in the user's information window for the names of that user's groups.

4. Create the other groups and assign users to them.

Repeat the steps in "Creating a Group" and in this section. When you've finished setting up groups, read on to find out about how you specify a group to be a user's primary group.

Specifying a user's primary group

If most of a user's work stored on the server is related to one particular group, you can specify that group as the user's primary group.

Just as a folder on the server has an owner, it also may have a group associated with it. In particular, if you specify a primary group for a user and that user creates a folder, the user's primary group is automatically listed as the group to which the user may give access privileges for that folder.

Entering a primary group is for the user's convenience, so make sure you've first discussed this with the user. If you have a list of registered users who want you to specify a primary group for them, follow these steps to specify a primary group for each user.

1. Select the user's name in the User List window.

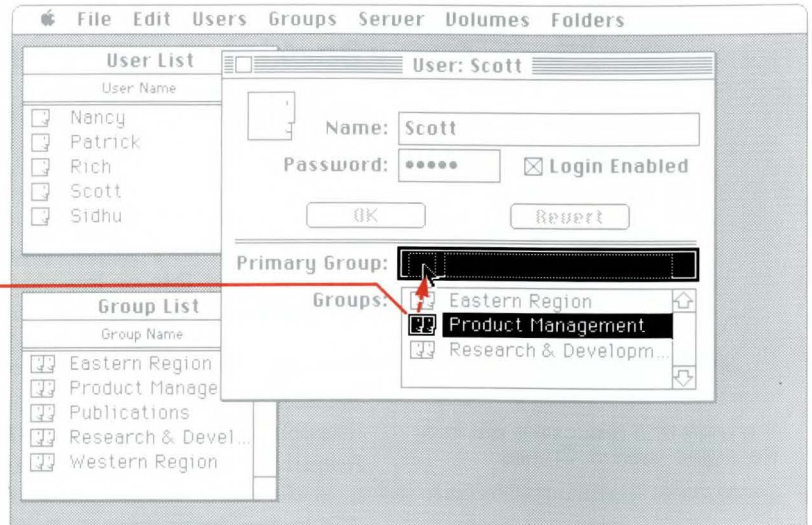
2. Choose User Info from the Users menu.

The user's information window is displayed.

3. In the Groups list in the user's information window, select the group that will be the user's primary group, and drag it into the place for the primary group.

Only the administrator, using AppleShare Admin, can change a user's primary group.

The selected group will become the primary group



The group icon and name appears in the place for the primary group, and the group is now the user's primary group. Notice that the primary group is still listed in the Groups list in the user information window.

4. Close the user information window by clicking its close box, and repeat the above steps for other users.

After you've finished specifying primary groups for users, it's time to save the users and groups you've listed on the server.

Backing up users and groups lists

After doing all that work to register users and create groups, it's important to make a backup copy of AppleShare's lists of users and groups.

Important If you forget your Admin key or if anything happens to make AppleShare's lists or the startup volume unusable (even though it's unlikely), you can use the backup copy when installing AppleShare on the server again.

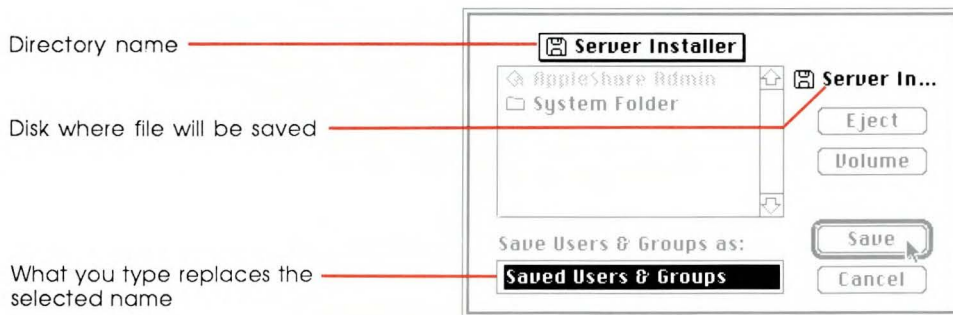
The users and groups lists are in a file called Users & Groups.

For convenience and safekeeping, it's a good idea to back up the lists to the *AppleShare Server Installer* disk on which AppleShare Admin is stored. (You can choose to save them on any other disk.)

1. Choose **Save Users & Groups As** from the **File** menu.

A dialog box appears that lets you save the file.

2. Click **Volume** until you see the disk **Server Installer**.



If you want to save the file in a folder, you can open folders in the list by double-clicking them until you open the folder where you want to save the file.

If you want to save the file on a different disk, click the **Eject** button and insert the other disk.

3. If you want to use “Saved Users & Groups” as the name of the copy you’ll save, go on to step 5.

4. Type a name for the file.

The name can be up to 31 characters long. You can use any character except a colon (:).

5. Click Save.

The file is saved with the name you chose.

The next time you use AppleShare Admin to make changes to the lists of users and groups on the server, be sure to save a backup copy of the lists just as you did here.

Now you’re ready to learn how to use AppleShare Admin to create folders on the server and set access privileges for them.

Setting up folders with access privileges

Now that you’ve created a list of registered users, any registered user who creates a folder on the server is the folder’s owner. The folder is automatically set up as a private folder. Only that user can have access to the information contained in the folder unless the user gives access privileges to others—either to the users in a group or to all users on the network. If you specified a primary group for that user, the primary group is automatically entered as the group associated with the folder. (See the *AppleShare User’s Guide* for more information about how users at work stations can create folders and set access privileges.)

While you can create folders from a work station (and keep the server available on the network), you can also use AppleShare Admin to create a folder, set access privileges, and even assign a registered user as the owner. You may want to create folders for a new user at the same time that you register the user.

Users at work stations create folders on server volumes as they always create folders—in any Finder window.

With AppleShare Admin, you can also see and change the access privileges of every folder on the server—including folders you don't own. However, it's always a good idea to check with a folder's owner before changing the access privileges.

After you create a folder and set access privileges for it, you'll have firsthand experience about how the server can protect the privacy of the information that users store in a folder.

Warning When the server is shut down, do not create folders or files from the Finder of the server's Macintosh Plus. In addition, while using AppleShare Admin, do not make changes to a server volume with a desk accessory. The server will have no information about the access privileges for these folders and files, and you cannot make the server available on the network until you use the Verify Access Privileges command in the Volumes menu of AppleShare Admin. See Chapter 5, "Reference," for a complete description of this command.

Using AppleShare Admin to create a folder

When you use AppleShare Admin to create a folder on the server, you can create the folder anywhere on the server—on any volume and in any folder. For now, you'll create a folder in a volume directory.

Before you begin, make sure the User List window is displayed.

1. Choose File & Folder Info from the Folders menu.

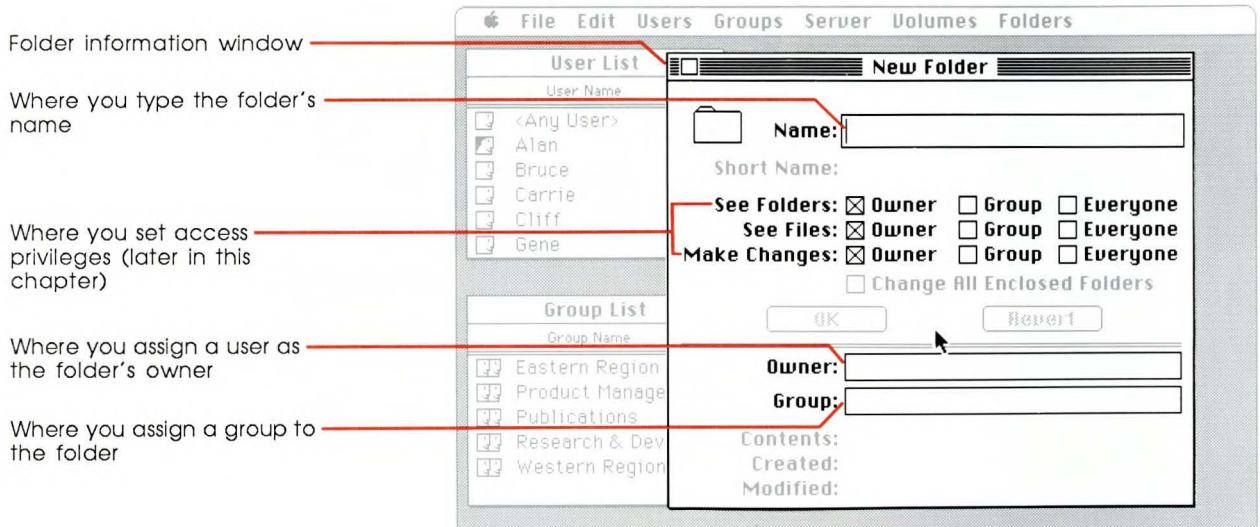
A dialog box appears, with a list of the folders and documents in a server volume directory. (If this is a new volume, all the directory contains is the Server Folder.)



2. Click Volume if you want to go to the volume directory of another volume.

3. Click New Folder.

A new folder information window titled “New Folder” appears.



4. Type a name for the folder.

Perhaps use the name “AppleShare Reports.” Then you can use this folder in Chapter 3 to store AppleShare reports. You’ll be using AppleShare Admin to create reports about user activity on the server.

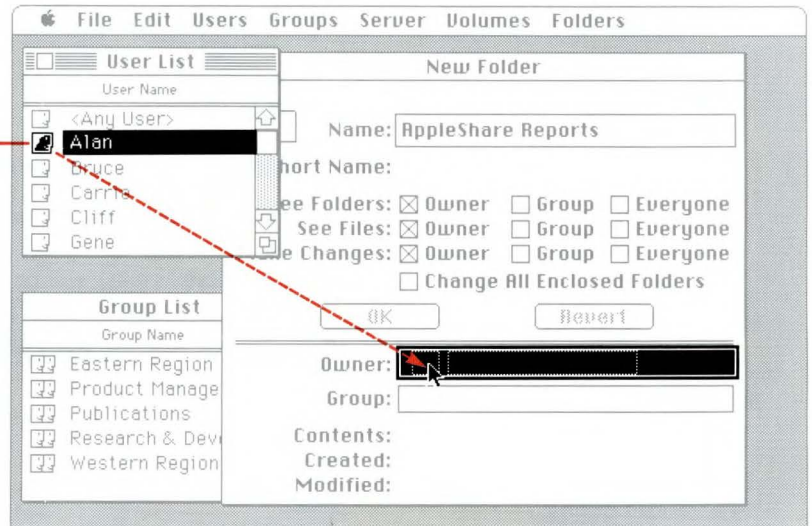
A folder name can be up to 31 characters long. You can use any character except a colon (:).

Every folder you create with AppleShare Admin must be assigned an owner.

5. Assign yourself as owner of the folder.

Drag your custodian icon (or user icon if you also have a user name) from the User List window into the place for the owner name in the folder information window. When the rectangle is highlighted, release the mouse button.

The selected user will become the folder’s owner



Your icon and name appear in the place for the owner, so you are now the owner of this folder. Like any other user, if you access the folder from a work station, you can change any of the information that you find in the folder information window. You can even make another user the owner.

If you didn't create groups on the server, skip the next step.

6. Assign a group to the folder, if you wish.

The owner does not need to be a member of the group assigned to the folder.

You can assign any group in the Group List window to this folder, or leave the folder without a group.

You can also create a group, assign it members, and then assign it to the folder. For example, if you're going to use this folder to store AppleShare reports about the server, you might want to create a group of supervisors who can use the reports to see how users in their departments are working with the server. You can then assign this group to this folder. That way, you can give the supervisors access to the folder—if you give access privileges to that group.

See "Assigning a Group to a Folder or Volume" in Chapter 4 for other ways to assign a group to a folder.

To assign a group to the folder, drag the group icon from the Group List window into the place for the group name in the folder information window. When the rectangle is highlighted, release the mouse button. The group icon and name appear in the place for the group name, and that group is now the group to which you can assign access privileges for the folder.

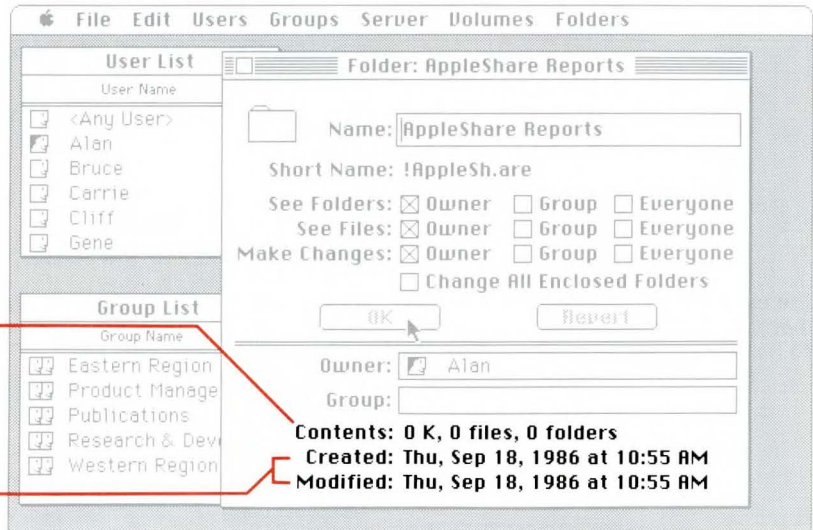
7. Make the folder information window active, and click OK.

Click anywhere in the window to make it active before you click OK.

The folder is created on the server, and the information you entered is saved.

The number of files and folders in this folder and the space they use on the volume

The date and time the folder was created and last modified



Notice that some additional information is automatically added to the window. The name in the title bar reflects the name you gave the folder.

In the bottom panel you see the number of files and folders inside this folder (“zero” because you just created the folder) and how much space those files occupy on the volume (also “zero”).

You can see the date and time you created the folder and the last time anything about it was changed—either while you’re using AppleShare Admin or while the server is running. (The date and time for “Created” and “Modified” are the same until additional changes are made.)

Next, you'll learn how you can use folders and access privileges to organize and protect what you or other users store on the server. And you'll establish access privileges for the new folder you just created.

For now, don't close the information window of the folder you just created. You'll soon be working with it again.

But take your time when you read the following section that explains access privileges. Understanding access privileges and using them properly gives you (and users) great flexibility about how information is shared or kept private.

Using access privileges

The way manila folders (and their paper documents) are organized in an office, and shared or kept private, can be reflected in the way electronic folders and documents are stored on the server, and shared or kept private, depending on what access privileges the folders' owners assign to other users on the network.

When you first create a new folder on the server, the folder is automatically set up to be a private folder. From a work station, only the folder's owner can use what's in it.

For example, when you're at a work station, you may want to store some documents in the folder you just created and keep them private. Or you may decide that you want to share the documents—for example, share AppleShare reports that you want a certain group of supervisors to have access to. Or you may want every user with access to the server to be able to use the reports to see such things as what groups they are members of. In addition, you may want the original reports to remain unchanged. AppleShare lets you decide.

At a work station, the user who creates a folder is usually the folder's owner. The folder's owner can assign a group to the folder—as well as assign access privileges to each user category.

The word **files**—as it's used here—includes documents and applications.

The *AppleShare User's Guide* contains examples of how to set up special folders—for example, a drop box and a bulletin board.

When you set access privileges for a folder, you must decide what privileges you want to assign to each of the following three user categories:

- Owner**—meaning the folder's owner (whom you can assign from the list of users on the server)
- Group**—meaning the group of users associated with the folder (whom you can assign from the list of groups on the server)
- Everyone**—meaning every user with access to the server

For a folder, you can assign each user category any combination of the following privileges:

- See Folders**—which is the privilege to see the other folders (if any) in the folder
- See Files**—which is the privilege to see documents and applications (if any) in the folder as well as open and copy those documents and applications
- Make Changes**—which is the privilege to make changes to the folder's contents, including moving or deleting any of its contents (unless a folder inside the folder has access privileges that don't permit you to make changes to it)

For example, if you assign a group to the folder you created and assign the See Files privilege to the Group category (but not to the Everyone category), only a user who is a member of the folder's group can open a document you might store in that folder. After the document is opened, the user sees a copy of the document that's in the Macintosh's memory (the original is still on the server). The user can edit and print this copy and save it to another folder to which the user has adequate access privileges. However, without the Make Changes privilege, the copy cannot replace the original in your folder or be saved in your folder; the user cannot make changes to your folder or its contents.

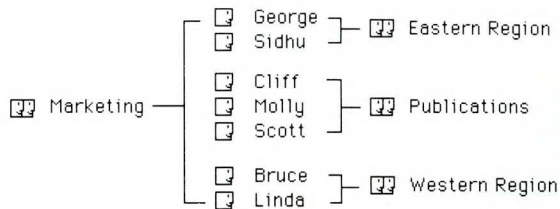
Note that when you assign the privilege Make Changes, you do not automatically assign the privileges See Folders and See Files. This way, you can mix and match privileges to create folders for special uses.

And by nesting folders inside of each other and assigning different privileges to each folder, you can organize information on the server to reflect how information is shared or kept private in your office. The following section is an example of how to take advantage of these features.

A closer look at access privileges

When you have folders within folders, you can establish separate access privileges at every level of folders.

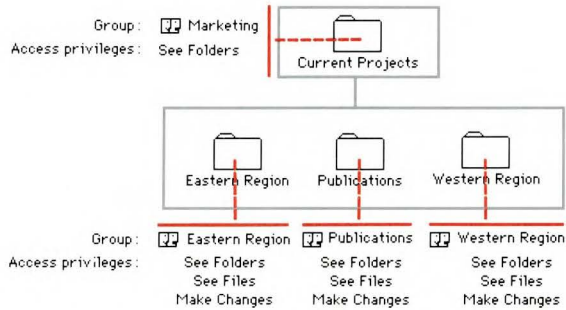
You could create a group named Marketing, whose members are the employees in the Marketing Department of your company. You could also create a group for each project team within the Marketing Department.



All users in the Marketing Department are in the Marketing group and in one project group.

To keep all marketing information that relates to current projects in one place, create a folder named “Current Projects,” assign the marketing manager as the owner, and assign the Marketing group to the folder. Then assign the See Folders privilege to the Group category. Any user in the Marketing group will be able to see what folders are inside the Currents Projects folder, but not make changes.

Next, create folders within the Current Projects folder. Name each folder after a project group, assign each team leader as the respective owner, and assign each project group to its corresponding folder. Then assign the See Folders, See Files, and Make Changes privileges to the Group category. Members of the project groups can make changes to their project folder by adding their own folders.



Project folders for different groups are within the Current Projects folder.

Later, the marketing manager—who is owner of the Current Projects folder—can easily create a new project group folder whenever a new project begins (but only you, as the administrator, can create a new group). The manager can even add other folders that have different access privileges—for example, a Memo folder for all the department memos so everyone can look at them.

AppleShare gives you great flexibility in organizing information. Experiment until you find the best arrangement for your office.

Setting access privileges

Now that you have a better idea about what access privileges mean and how you can use them, you'll set access privileges for the folder you created.

Notice that the Owner category has all three access privileges assigned. You can tell this by the "X" in each Owner check box. For now, keep all your access privileges as Owner.

If you plan to keep this folder as a private folder and not let other users have access to it, you can skip to step 3. But you might want to try selecting and deselecting privileges just to see how it's done.

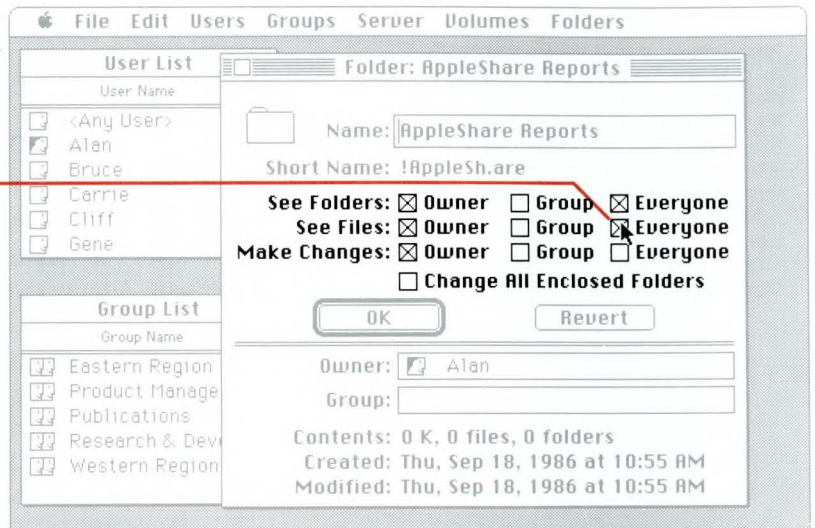
1. If you assigned a group to the folder and want to assign access privileges to that group, select the appropriate access privileges for the Group category.

Click Group for each access privilege you want the folder's group to have. If you change your mind, click the option again to deselect it.

Setting access privileges for the Group category has no effect unless a group has been assigned to the folder.

2. Select the appropriate access privileges for the Everyone category.

An "X" appears for each selected option



The Everyone category means "all users on the network" and includes both the folder's owner and group. So any privileges given to Everyone are automatically given to the owner and group as well.

3. Click OK to save the settings.

The information that you entered is saved on the server.

- ❖ *By the way:* The Change All Enclosed Folders option is useful only when you set access privileges for a folder that contains other folders. It allows you to assign the same access privileges, owner, and group of this folder to all folders within it. You should seldom, if ever, need to do this.

4. Close the folder information window by clicking its close box.

The next time you access the server from a work station, this folder will be available over the network, with the access privileges you set.

5. Create as many new folders as you want, giving each one a name and assigning an owner, a group (if desired), and the appropriate access privileges.

Follow the steps that begin in “Creating a Folder With AppleShare Admin” earlier in this chapter. Or for summaries of the various procedures, see Chapter 4.

- ❖ *Note:* You can also set access privileges for an entire server volume. See Chapter 4.

After you’ve finished setting up any additional folders, you’re ready to quit AppleShare Admin and restart the server.

Remember, if you make changes to a server volume with a desk accessory while you’re using AppleShare Admin, you must use the Verify Access Privileges command to check that the information about access privileges on that volume is correct. See “Starting or Quitting AppleShare Admin” in Chapter 4 for instructions.

Restarting the server

After you quit AppleShare Admin and restart the server, all the users you registered will be able to log on to the server, set access privileges for the folders they create, and even assign a group to such folders, if they wish. If you specified a primary group for a user, AppleShare will automatically assign the primary group to any folder that the user creates.

In addition, each folder that you created with AppleShare Admin will be available for those users who have access privileges to them. Whoever you assigned as the owner will be able to change those access privileges.

1. Choose Quit from the File menu.

All windows close and you return to the Finder.

2. Choose Shut Down from the Special menu.

The *AppleShare Server Installer* disk is ejected, and the server starts up again. Soon the AppleShare server status window is on the server's screen.

- ❖ *Note:* Users who are not registered can still use the server by logging on as guests, but they will have access only to those folders to which *all users* on the network have access. Because guests aren't registered, they can't be the owners of folders they create. Instead, "<Any User>" is the owner, and anyone can change the folder's ownership and access privileges. See the *AppleShare User's Guide* for more information about guests using the server.

Getting questions answered

You've learned a great deal about how information is shared or kept private on the server—from registering users and creating groups to creating folders and setting access privileges. As you work with the server as the administrator, you'll probably have questions about making changes to the server. How do you add and remove users or groups? How do you change names, passwords, or access privileges? How do you check access privileges for a folder or volume?

When you want more information about using the server or need a reminder about how to do something, look in Chapter 4, “Using AppleShare Admin.” You'll find useful summaries for doing most of what you need to do as the administrator of the server.

Now that the server is set up to provide for privacy of information and is available on the network, you probably would like to take a break. When you're ready to begin again, go on to Chapter 3, “Keeping the File Server Running Smoothly.”



Chapter 3



Keeping the File Server Running Smoothly

Monitoring the flow of information

The flow of information in an office is constant, and the AppleShare file server that's now connected to AppleTalk is the center of your desktop communications network. The server allows users at their work stations to store and share Macintosh documents, folders, and applications.

As administrator, you'll need to monitor what's happening on the server to keep it running smoothly. Volumes need to have enough space for users to store their information. Folders and their contents need to be arranged on the server so users can easily find what they need. Eventually, you may need to add more volumes to the server or another file server to the network.

This chapter shows you how to keep track of how the server is being used—and how this information can help you keep everyone on the network working efficiently. You'll also learn about keeping backup copies of what's stored on the server. That way, you (and other users) can weather the accidental loss of information from a server volume if it should happen.

A little further in this chapter, you'll be asked to shut down the server so you can use AppleShare Admin. So before you begin, make sure this is a convenient time to shut down the server.

Checking server activity while the server is running

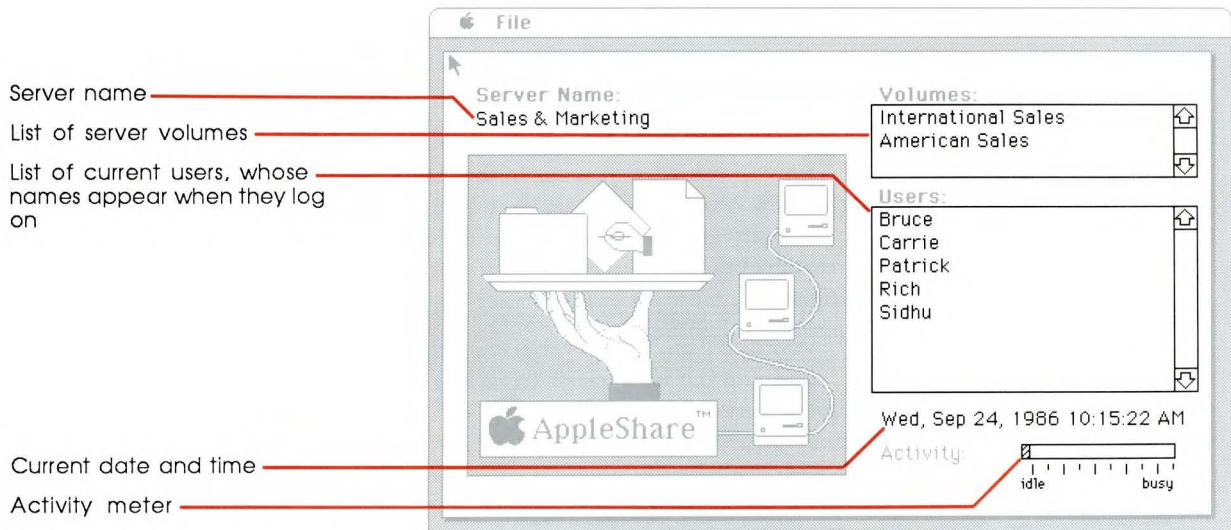
While the file server is available on the network, you can monitor some of its current activity by taking note of what's happening in the AppleShare server status window. You can also see a list of the messages that appeared on your server screen when the server was starting up. AppleShare saves them, and they can be helpful if you need to do any troubleshooting.

You'll first take a look at the server status window. Then you'll learn how to use what you see in the status window to improve services to users. You'll also check to see what AppleShare messages are already stored on the server. To do this, the server must be available on the network.

If you're running a concurrent server application on the server and you don't see the server status window, you can still read this section and find out how to use the status window for the times when it is on the screen.

Checking the status window

You'll usually see the AppleShare server status window on the server's screen unless a concurrent server application is running on the server.



The server status window contains the server name and three indicators of server activity:

- The Volumes list shows the volumes that the server found ready for use when it started up. These are the volumes that users can access from their work stations.
- The Users list shows the names of those users who are currently using the server.

When a registered user accesses the server, the user's name is added to this list. When the user quits the server, the name is removed from the list. You can always find out how many users have logged on to the server. And because the name of each guest appears as "<Guest>," you can also see how many guests are using the server.

- The activity meter shows how much the server is being used at any moment.

As users access the server, save their work, or check access privileges—any activity that uses a volume on the server—the meter moves toward “busy.” The number of users does not, by itself, affect the activity meter, but *how* they are using the server does. So if all users take their coffee breaks at the same time, the activity meter will show the server is close to “idle.”

Using the status window to improve service

Here are two ways you can use the information in the status window to improve service to users on the network:

- If you notice, in the Users list, the names of users who are not at their work stations or who are not using the server, remind them to log off. Users who are logged on but not using the server can affect the server’s performance. If too many users are logged on but not using the server, other users may not be able to log on.
- If you notice that the activity meter is always very busy, check how users are working with the server, and find ways to help them use the server more efficiently.

If the server is constantly busy, you can suggest that frequently accessed applications be used from disks at work stations.

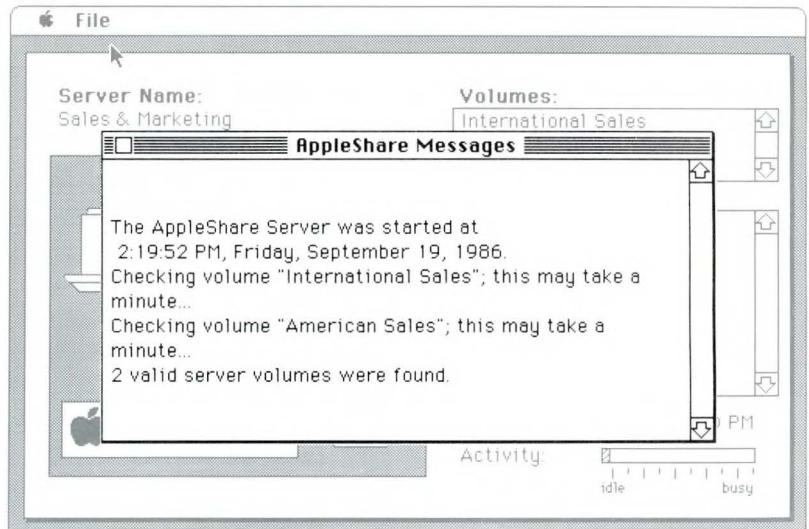
Next, you’ll display the AppleShare messages that were saved since you last started up the server.

Checking AppleShare messages

When you start up the server, AppleShare saves the messages that are displayed. These messages also include the time and date you started up the server. They can help you monitor the server and determine if there is a problem that may need to be checked. For example, if a volume was missing from the Volumes list, you could check the messages to see why.

1. Choose Show Messages from the File menu.

The AppleShare Messages window appears, with the list of messages saved since the server was last started up.



Scroll the list, if necessary, to see all the messages. If you find messages that you don't understand, see Chapter 6, "Troubleshooting."

2. Close the AppleShare Messages window by clicking its close box.

Once again, you see the server status window.

Now you're ready to learn about the administrative tools that AppleShare Admin provides for monitoring server activity.

Using AppleShare Admin reports

While the server status window can help alert you that services need attention, you can use AppleShare Admin to create reports that help you decide what steps you need to take to improve those services.

AppleShare Admin reports give you details about how the server is being used. They tell you about the server's users, groups, files, and folders. Creating reports periodically gives you an overview of server activity and helps you decide, for example, if you need to add more equipment.

You can also use the reports to answer some questions users may have, such as what users are in a particular AppleShare group. Referring to the reports allows you to keep the server available over the network so you don't have to start up AppleShare Admin to find out who is in a group.

Creating reports

You can use AppleShare Admin to create two reports—the server report and the volume report.

The **server report** lists all registered users and the groups that they are members of. It tells you how many files and folders each user has in a volume, and how much space these files and folders occupy.

The **volume report** tells you several things about the folders in a volume: the names of the files and folders inside each folder; and each folder's owner, associated group, and access privileges.

Both reports are available in two different versions, depending on how much information you want. You can choose either a complete report or a summary. To help you become familiar with what you can learn from these reports, you'll learn how to create a complete server report and a complete volume report. After you print these reports, you'll see what each report contains and learn the differences between a complete report and a summary.

1. Shut down the server.

Choose Quit from the File menu, and in the dialog box that appears, enter the number of minutes until shutdown. You cannot enter fractions of a minute. Click OK to begin the countdown.

For more information, see “Starting Up or Shutting Down the Server” in Chapter 4.

2. Restart the Macintosh Plus with the *AppleShare Server Installer* disk, and open *AppleShare Admin*.

After the countdown is finished and the server has shut down, insert the *AppleShare Server Installer* disk in the built-in disk drive, and click Restart.

Open the Server Installer disk icon, if necessary, and open the *AppleShare Admin* icon. Type your Admin key and click OK.

You’re now ready to create reports. First, you’ll create a complete server report.

Creating a server report

When you create a report, you’ll save it on a 3.5-inch disk or in a folder on a server volume and then go to a work station to print the report. That way, you can quickly make the server available again on the network.

❖ *Note:* If you save the report in a folder on a server volume, be sure you have the necessary access privileges to open the report and print it from your work station.

1. Choose Server Report from the Server menu.

A dialog box asks you to select the kind of report you want.

2. Click the Complete Report option.

A complete report may take several minutes to create, depending on how much information is stored on the server. If you’ve just set up the file server and users don’t have many folders stored on it, the report will take only a short time.

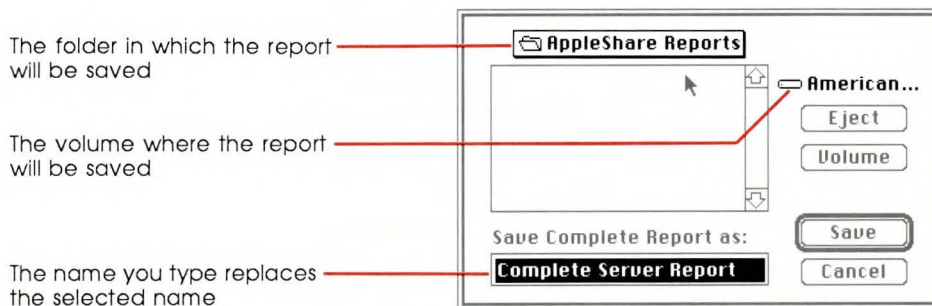


3. Click OK.

A dialog box appears, with the startup volume directory.

4. Click Volume until you see the disk or volume on which you want to save the report.

If you created the AppleShare Reports folder in Chapter 2, save the report there.



5. Choose the folder in which you want to save the report.

You can save the report at the disk directory level.

Or if the disk directory has folders, you can choose the folder where you want to save the report and open the folder by double-clicking.

For more information about moving through the hierarchy of folders, see step 2 in “Creating a Folder” in Chapter 4.

6. Type a name for the server report.

To keep a current record of server activity, you'll probably create a new report each time you use AppleShare Admin to update users or groups on the server. Give the report a name that reflects the report's type and date—for example "Complete Server Report 11/6/86."

A report name can be up to 31 characters long. You can use any character except a colon (:).

7. Click Save.

A message tells you that AppleShare Admin is creating the report.

Next, you'll create a complete volume report.

Creating a volume report

Creating the volume report is similar to creating the server report, except that you must specify the volume about which you want a report.

1. Choose Volume List from the Volumes menu.

The Volume List window lists all active volumes on the server.

2. Select the volume about which you want the report.

Click the volume to select it.

3. Choose Volume Report from the Volumes menu.

You're asked to select the kind of report you want.

4. Click the Complete Report option.



5. Click OK.

A dialog box appears that lets you save the report.

6. Click Volume until you see the disk or volume on which you want to save the report.

7. Choose the folder in which you want to save the report.

As with the server report, you can save this report at the disk or volume directory level. Or if the directory has folders, you can choose the folder where you want to save the report and can open the folder by double-clicking.

8. Type a name for the report.

If you have more than one volume on the server, include the type of report, the volume name, and the date as part of the name. You may need to abbreviate the report name—for example, "Am Sales CVR 11/6/86."

A report name can be up to 31 characters long. You can use any character except a colon (:).

9. Click Save.

A message tells you that AppleShare Admin is creating the report.

Making the server available again

Now that you've finished creating reports, quit AppleShare Admin so you can make the server available again. Then you can go to a work station, take a look at the reports, and print them.

1. Choose Quit from the File menu.

You return to the Finder.

2. Choose Shut Down from the Special menu.

The *AppleShare Server Installer* disk is ejected, and the server starts up again. Soon the server status window is displayed.

If you saved the reports to a folder on a server volume, you'll need to log on to the server.

Printing reports

To open and print server reports, you'll go to a work station and use a word processing application.

Follow the instructions for your particular word processor and printer. For best results, use a 9-point monospace font such as Monaco 9 point.

❖ *Note:* You can format, edit, and print reports from any Macintosh—even one not on the server network—as long as it has a word processing application and a printer available.

Taking a look at what's in server reports

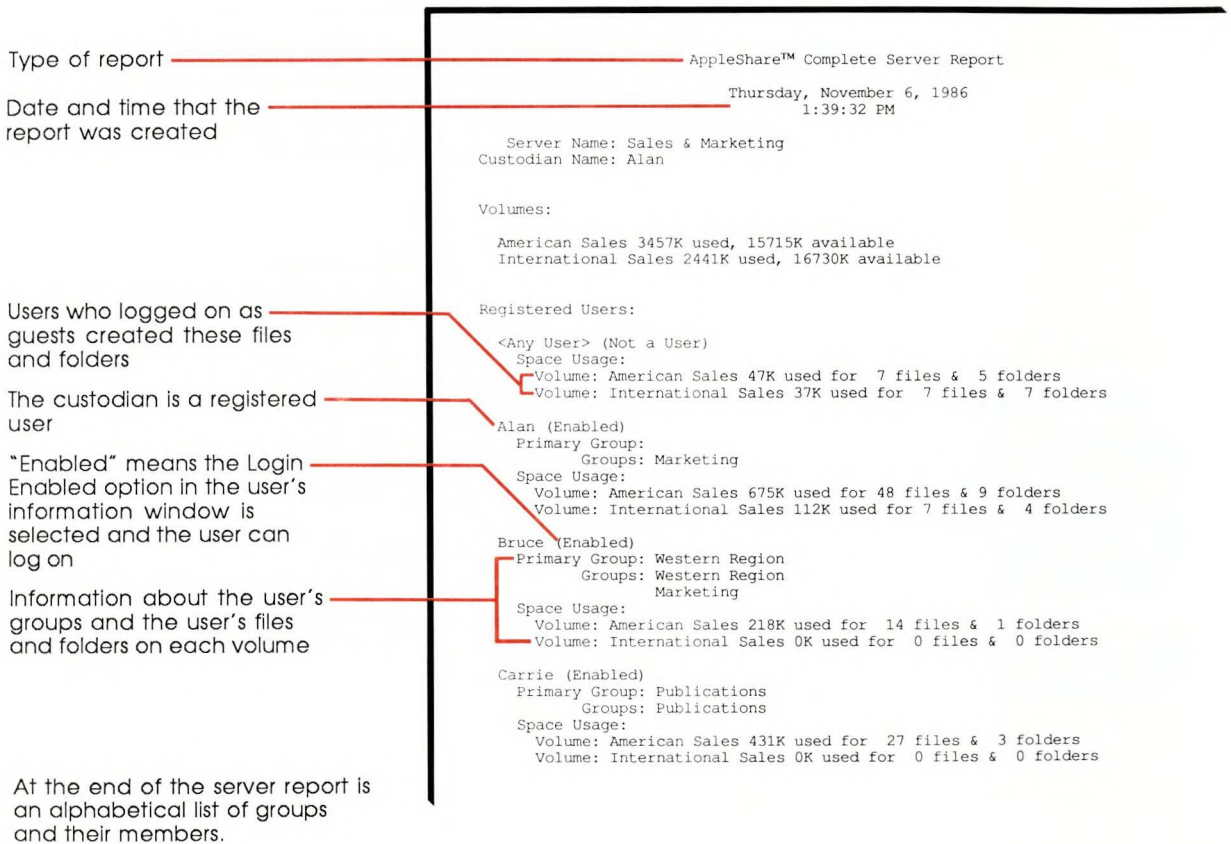
After you've printed your reports, you have two useful documents: a complete server report and a complete volume report. Take a close look at what each document contains.

All reports, complete or summary, tell you the kind of report, the date and time it was created, the name of the server, and the custodian's name.

The server report also lists the server volumes (with space used and space available), gives a complete list of groups and their members, and tells you the following about each registered user:

- user name and whether that user is allowed to log on to the server (that is, whether the Login Enabled option is checked in that user's information window)
- the name of the user's primary group and other groups to which the user belongs
- for each volume, the number of files and folders each user owns, and the volume space used by each user's files. There is also an entry for those folders owned by "<Any User>"—the folders created by guests.

The server summary omits information about files and folder.



Taking a look at what's in volume reports

The volume report lists the following about the specified volume:

- the volume name, the space used and the space available on that volume, and the date and time the volume was created, last modified, and last backed up
- the name of each folder on that volume, with each folder's level in the hierarchy of folders
- the name of the owner of the folder and the owner's access privileges
- the name of the group, if any, whose members have access to the folder, and the group's access privileges
- the access privileges to the folder for all file server users
- the date each folder was created and last modified (omitted from the volume summary)
- each file name, its level in the hierarchy of folders, the date it was created and last modified, and its size (omitted from the volume summary)

Type of report ————— AppleShare™ Complete Volume Report

Date and time that the report was created ————— Thursday, November 6, 1986
1:44:29 PM

Volume about which you created the report —————
Server Name: Sales & Marketing
Custodian Name: Alan

Volume Name: American Sales
Size: 3457K used, 15715K available
Created: Wednesday, September 17, 1986 at 2:55 PM
Modified: Thursday, November 6, 1986 at 1:18 PM
Backed Up:

The number shows the level in the hierarchy, with "0" being the volume level ————— [0] Folder: American Sales (!America.nSa)
Owner: Alan Fold File Chg
Group: Fold File Chg
Everyone: Fold File Chg
Created: 9/17/86 Modified: 11/6/86

All files and folders inside this folder are listed next by hierarchical levels ————— [1] Folder: AppleShare Reports (!AppleSh.are)
Owner: Alan Fold File Chg
Group:
Everyone: Fold File
Created: 9/18/86 Modified: 9/18/86

The owner of the folder and the access privileges for each user category ————— [2] File: Am Sales CVR 11/6/86 (!AmSales.CVR)
Created: 11/6/86 Modified: 11/6/86
Size: 21K

Files and folders at the same level of the hierarchy are listed alphabetically ————— [2] File: Complete Server Report 11/6/86 (!Compleat.eSe)
Created: 11/6/86 Modified: 11/6/86
Size: 7K

[1] Folder: Current Projects (!Current.Pro)
Owner: Alan Fold File Chg
Group: Fold
Everyone:
Created: 9/18/86 Modified: 11/4/86

[2] Folder: Eastern Region (!Eastern.Reg)
Owner: Alan Fold File Chg
Group: Fold File Chg
Everyone:
Created: 9/18/86 Modified: 11/5/86

Using reports as guides to improving services

You can use server reports to help keep the server performing as efficiently as possible and help you decide when to add new equipment or applications. Creating reports at regular intervals also gives you an overview of server activity that lets you discover trends—how long before you'll need more volume space, for example.

As you'll see next, you can also answer questions that users might have about where information can be found and who can use it.

Answering users' questions

Users want to know things like what groups they're in and who else is in those groups. With a server report in hand, you don't have to shut down the server and use AppleShare Admin to open a user or group information window to find out the answer.

Using the server and volume reports to answer certain user questions can save everyone time and trouble.

Here are some questions that users frequently ask, together with the name of the report most likely to supply the answer.

- *What groups am I a member of?*

See the server report. After the list of server volumes, there is an alphabetical list of registered users. Find the user's name, and under it will be the name of the user's primary group and other groups the user is a member of.

- *Can you tell me who are the members of a particular group?*

See the server report. At the end, you'll find a list of groups and their members.

- *Can you help me find my document or folder? It's disappeared!*

See either the complete volume report or its summary to find a folder, or see the complete volume report to find a file.

If the document was in a folder to which other users had the privilege to make changes, the document could be really gone—dragged to the Trash and erased, for example. Or maybe it was renamed.

The document may be in a folder that the user is unable to see. Make sure that the user has the See Folders privilege to all the folders on the **pathway** from the volume level of the hierarchy to the folder that contains the document. The user must also have the See Files privilege for that folder.

You can use any word processing application to search the volume report for the name of the "missing" document. Then move back up the pathway and make sure that the appropriate privileges are available to the user at each level.

Of course, there's one question that users will ask for which you may have no answer: What is my password?

A **pathway** is a list of folder names that shows you how to go from the volume level to where a folder or file is located in the hierarchy.

To help ensure that passwords stay confidential so no one can have access to another user's private folders, the reports do not contain user passwords. (See Chapter 6, "Troubleshooting," for what to do about a forgotten password.)

Now you'll see how the server reports help you organize what's stored on the server.

Keeping volumes organized

Volumes need to have folders and their contents organized so that users can quickly find information. When folders and files are clearly and appropriately named, users can easily find the information they need. When folders and files are logically grouped together, it's easier to find information about a given subject.

As administrator, you can use the reports to see how information is being organized on the server volumes.

- Check the complete volume report to see if the names of important folders and documents, particularly those to which everyone has access, indicate the contents.
- Use the server report to see if users keep most of their folders and documents about the same subject together.
- Use the volume report to examine access privileges. Help owners apply them consistently and at the proper levels of folders.

Adding more equipment

As the amount of available space on server volumes gets less and less, or as the number of users who regularly use the server increases, you may want to consider adding another file server to the network or adding hard disks to existing servers.

Before adding new equipment, make sure you really need it. For example, don't just check the amount of space left on server volumes to see if you need a new volume. Also check how the current volumes are being used. Some ways to free up space are:

- Remove, or store elsewhere, outdated or unused documents and applications. Use the complete volume report to see when files were last modified. You might identify files that are no longer useful to their owners. Always check with the owner before you move or delete a file.
- Use the complete volume report to see if users are unnecessarily keeping multiple copies of documents on the server.
- Use the complete volume report to see if many users keep the same application in a private folder on the server. It may be more efficient to use one application that several users can open at the same time.
- ❖ *Note:* Consult the copyright and licensing agreement for each application before making it available to multiple users on the server.

Using applications

Users can copy most applications to folders on the server and use them to create documents and store them on the server. Server performance depends on how often these applications must access server volumes. If many users simultaneously use applications that frequently access server volumes, the server may be kept so busy that its performance is affected.

See the *AppleShare User's Guide* for more information on using applications with the server.

Keeping backup copies of what's on the server

Now that you know how to use server reports, you need to consider how to protect server documents from loss due to disk failure or accidental deletion.

Fortunately, disk failures are rare, but people have been known to delete something, then regret it. It's crucial that the users of your file server make it a regular practice to make backup copies of whatever they've stored on the server. In the case of system software or an application program, the original 3.5-inch disk is an effective backup. What you need to be concerned with is making backup copies of documents.

When a user saves a document on the server for the last time during the day, the user could also save the document on a work station disk. The *AppleShare User's Guide* has complete instructions.

There is also magnetic tape equipment designed specifically for making high-speed backups of large disk volumes.

The more *often* information is backed up, the more *current* the backup will be if it's needed.

Important Backup copies are only as secure as the place where they're kept. If your information is worth a great deal—and whose isn't?—consider storing backups in a fireproof safe.

In the event that you ever have to restore a server volume from backup copies, you'll also have to use AppleShare Admin to prepare the volume for use on the server.

Saving users and groups

In addition to backing up documents, it's also very important to back up the server's Users & Groups file, as you did in Chapter 2. That way, if the Users & Groups file or the Server Folder on the startup volume is lost, you can use the backup copy when installing AppleShare. And you won't have to register users and create groups once again.

For instructions on saving a backup copy of the Users & Groups file, see "Backing Up Users and Groups Lists" in Chapter 2.

Now you're ready

Now you're ready to monitor the server to keep it running smoothly. Of course, some of the best information about what's happening on the server will come from the users themselves. Pay close attention to their comments and questions.

You'll also be doing other administrator tasks. New users may want to start using the server, or an office team may be formed to work on a special project and want to be listed as a group on the server. You'll be updating lists and helping users to get access to the information they need. You may be installing concurrent server applications. When you need reminders about how to do these tasks and make changes to the server, Chapter 4, "Using AppleShare Admin," can help you.



Chapter 4



Using AppleShare Admin

Installing AppleShare server software

To install AppleShare software on the Macintosh Plus you'll use as the file server, you must have set up the Macintosh Plus with one or more hard disks and must have connected it to the AppleTalk Personal Network.

See "Setting Up Equipment for the Server" in Chapter 1 for more information.

You'll use the AppleShare Admin application on the *AppleShare Server Installer* disk to prepare the hard disks as server volumes. When you finish, you can start up the Macintosh Plus as a file server.

- If you're going to convert a current work station to a server, return to the Finder, choose Shut Down from the Special menu, switch off the Macintosh Plus, then switch off each hard disk.
- If you're going to attach any uninitialized Hard Disk 20SCs, you must use the HD20SC Installer application to initialize each of them before going on to step 1.

1. Switch on the hard disks, insert the *Server Installer* disk, and switch on the Macintosh Plus.

You can switch on the hard disks in any order. After you switch them on, wait until they're up to speed before you switch on the Macintosh Plus.

The icon of the *Server Installer* disk (the current startup disk) appears on the desktop.

The icons of any previously named hard disks also appear.

For each new Hard Disk 20, a dialog box asks if you want to initialize it.

- Click OK to initialize the disk.
- After the disk is initialized, type a name. Then click OK.

Disk names can be up to 27 characters long, and you can use any character except a colon (:).

The icon and name of the disk appear on the desktop.

A server hard disk is called a *volume*.

2. Check the AppleTalk connection.

- Choose Chooser from the Apple menu.
- Click the AppleTalk Active option, if it's not already selected.
- Close the Chooser by choosing Close from the File menu or by clicking its close box.

3. Open the Server Installer disk icon and the AppleShare Admin icon.

A dialog box lists the active volumes attached to the Macintosh Plus.

Note: Clicking a Finder button always cancels the operation, quits AppleShare Admin, and returns you to the Finder.

4. Click the volume you want as a startup volume, and click OK. Then click OK to prepare the volume.

After you select the volume you want, a dialog box asks you to confirm that you want it prepared for use with the server.

After you click OK, AppleShare Admin creates a Server Folder on the startup volume and copies the necessary system and AppleShare files to it.

A dialog box appears, with the directory of the Server Folder.

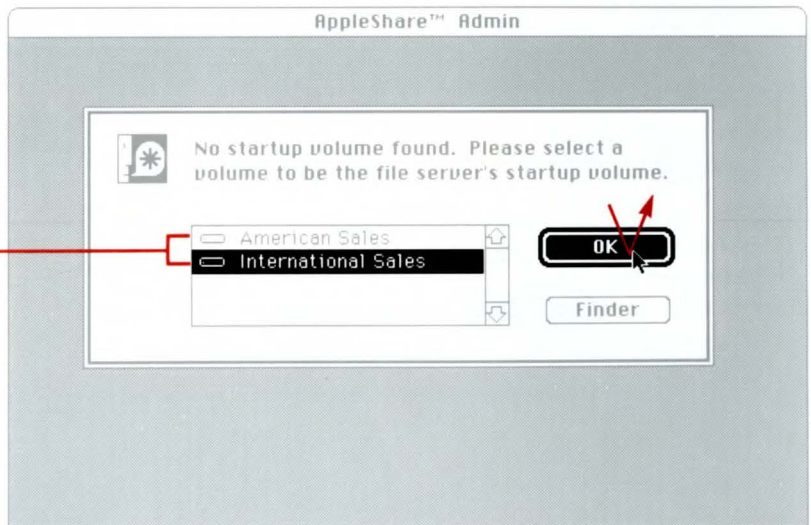
The startup volume must have a Users & Groups file in the Server Folder.

5. Click New.

AppleShare Admin creates the Users & Groups file in the Server Folder of the startup volume.

A dialog box asks you to enter the server name and Admin key. You must enter this key each time you open AppleShare Admin on this server.

Available volumes



6. Enter a server name and Admin key.

- Type the server name, and press Tab.
A server name can be up to 31 characters long.
- Type the Admin key.
The Admin key can be up to eight characters long.
- Click OK.
A dialog box asks you to confirm what you entered.

Caution: Write down the Admin key and keep it in a safe place. Each time you use the key to open AppleShare Admin on this server, you must type it exactly as you did just now, with the same uppercase and lowercase characters.

- Click OK to confirm what you entered, or click Cancel to be able to make changes.

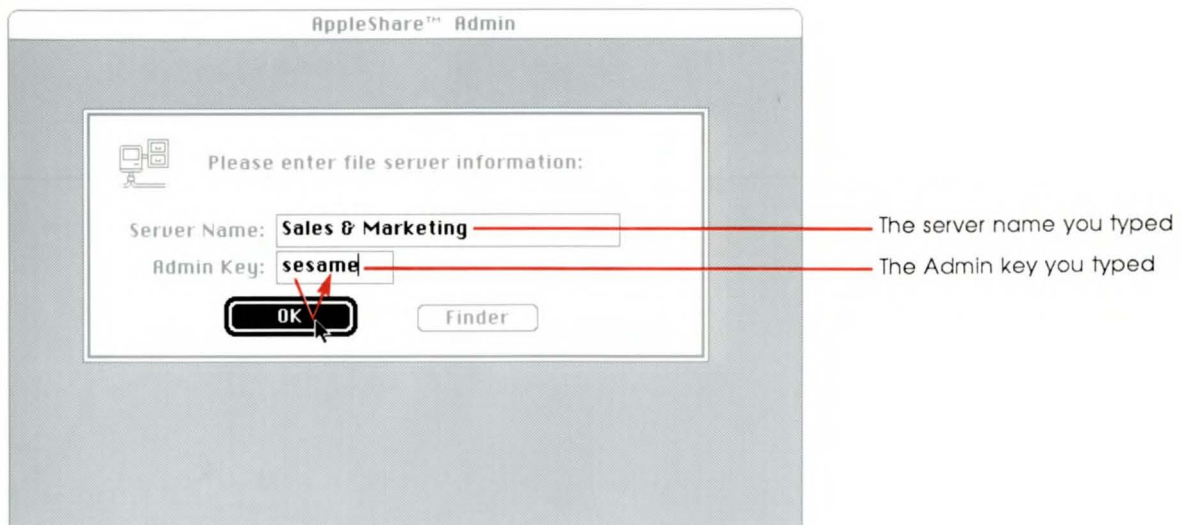
7. Click OK for each additional volume you want prepared.

The volume named in the dialog box is prepared.

Clicking Skip Volume causes the volume to not be prepared. When you start up the server, any unprepared volumes will not be seen over the network.

After the last volume is prepared (or skipped), the AppleShare Admin menu bar appears with the User List and Group List windows and the custodian's user information window.

A dialog box tells you that the custodian will own all folders currently without owners, and you're asked to enter a custodian name and password.



8. Click OK, and enter a custodian name and password.

- Either type a new name or leave “Custodian,” and then press Tab.

The name can be up to 31 characters long.

- Type a password up to eight characters long

As you type, the characters appear as large dots.

If you think you’ve made a typing mistake, use the Backspace key to erase text, or select the text you want to correct and retype.

Clicking Revert changes the name and password back to how they first appeared.

Write down the password and keep it in a safe place. If you use it to access the server from a work station, you must type it exactly as you did just now, with the same uppercase and lowercase characters.

- Click OK.

If you typed a new name, it replaces “Custodian” in the User List window.

The server is now ready to be used if you want to make it available to all users on the network. Users will log on as guests, and anything they store on the server will be available to all users.

If you want to use AppleShare Admin to register users so they can use access privileges to control access to what they store in folders, see “Registering a User” in this chapter. This chapter also contains procedures for doing other basic administrator tasks.

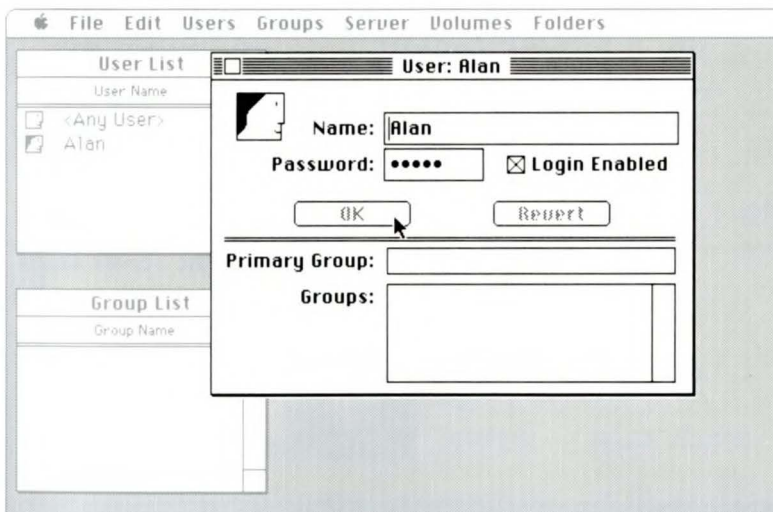
- When you’re ready to quit AppleShare Admin, choose Quit from the File menu.

If you’ve entered some information you haven’t saved, a dialog box may ask if you want to save it. For more information, see “Starting or Quitting AppleShare Admin” in this chapter.

- Before starting up the server, check that the Alarm Clock has the correct date and time, and check the RAM Cache setting.

See “Checking the Clock and RAM Cache” in Chapter 1 for instructions.

After you quit AppleShare Admin, you can start up the server. For instructions, see “Starting Up or Shutting Down the Server” in this chapter.



Starting up or shutting down the server

You can start up the file server when the equipment is switched off or from the Finder, usually after you've quit AppleShare Admin.

See "Starting or Quitting AppleShare Admin" in this chapter for more information about quitting AppleShare Admin.

You will sometimes need to shut down the file server and use AppleShare Admin to make changes to server information—for example, to register or remove users, to make changes to the server groups, or to create server or volume reports.

Shutting down the server takes it off the AppleTalk network. At their work stations, logged-on users receive periodic warnings that the server will shut down. When the server shuts down, users who have not logged off may lose information that they haven't saved.

To start up the server

To start up the server when it's switched off:

- Switch on each hard disk attached to the Macintosh Plus.

You can switch on the hard disks in any order.

- When the disks are up to speed, switch on the Macintosh Plus.

AppleShare checks each volume and starts up the server.

To start up the server after quitting AppleShare Admin:

- Check that the Alarm Clock has the correct date and time, and check the RAM Cache setting.

See "Checking the Clock and RAM Cache" in Chapter 1 for instructions.

- Choose Shut Down from the Special menu.

Any disk in the Macintosh Plus's built-in drive is ejected, and the server starts up.

If the server won't start, a message usually tells you what's wrong. See Chapter 6, "Troubleshooting."

If you used an application other than AppleShare Admin to make changes to the server volumes while the server was shut down, you may first need to open and quit AppleShare Admin to set up the correct access privileges.

Note: Once the server status window is displayed, turn down the screen brightness.

To shut down the server

1. Choose Quit from the File menu.

A dialog box appears that lets you set the number of minutes until shutdown.

The preset number is "10."

2. Enter the number of minutes until shutdown.

Either leave "10" or type a number from 0 to 4094 (about 68 hours). You cannot type fractions of a minute.

3. Click OK.

A dialog box displays the time left, in minutes and seconds, until shutdown.

Users see a warning message that the server will shut down. Warning messages are displayed every hour; during the final hour, the warning is displayed every ten minutes, then at five minutes, two minutes, and one minute before shutdown. Users cannot log on to the server during the five minutes before shutdown.

Clicking Cancel stops the countdown and returns you to the server status window. Users see a message that the shutdown procedure has been canceled.

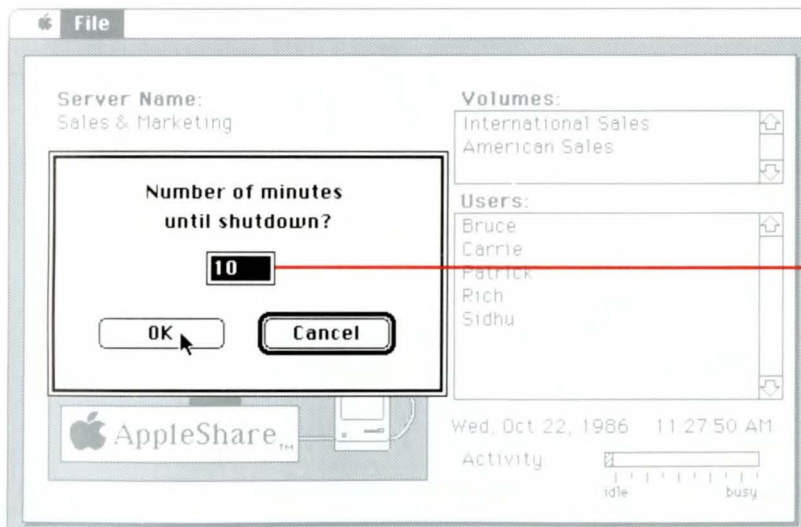
When the countdown ends, a dialog box appears on the server and at each work station saying that the server has been shut down.

At the server, clicking Restart starts up the Macintosh Plus.

If you insert a startup disk in the built-in drive and click Restart, the Macintosh Plus starts up from that disk. If you don't insert a disk and click Restart, the Macintosh Plus starts up from the server startup volume.

If you want to switch off the server, switch off the Macintosh Plus and then the hard disks.

Warning: If you switch off the server without going through the shutdown procedure, information not saved to a volume or work station disk may be lost.



The number you type replaces the selected number

Starting or quitting AppleShare Admin

After you use the AppleShare Admin application to prepare the server, you'll use it to make changes to the server—for example, to register or remove users, to make changes to the server groups, or to create server or volume reports.

See “Installing AppleShare Server Software” in this chapter for more information about the first time you use AppleShare Admin to prepare the server.

To begin working with AppleShare Admin, you start the application from the Finder. When you finish, you quit AppleShare Admin and return to the Finder.

If you make changes to a server volume without using AppleShare Admin, you must make sure the access privileges are still set up correctly on that volume.

To start AppleShare Admin from the Finder or after the server is shut down

1. If necessary, insert the *AppleShare Server Installer* disk into the built-in drive, and open the disk icon.

If the server is shut down and you see the dialog box with the Restart button, insert the disk and click Restart.

If the server is switched off, switch on the hard disks, insert the disk in the built-in drive, and switch on the Macintosh Plus.

2. Open the AppleShare Admin icon.

After AppleShare Admin looks for server volumes, a dialog box appears where you type the Admin key so you can use AppleShare Admin.

3. Type the Admin key, and click OK.

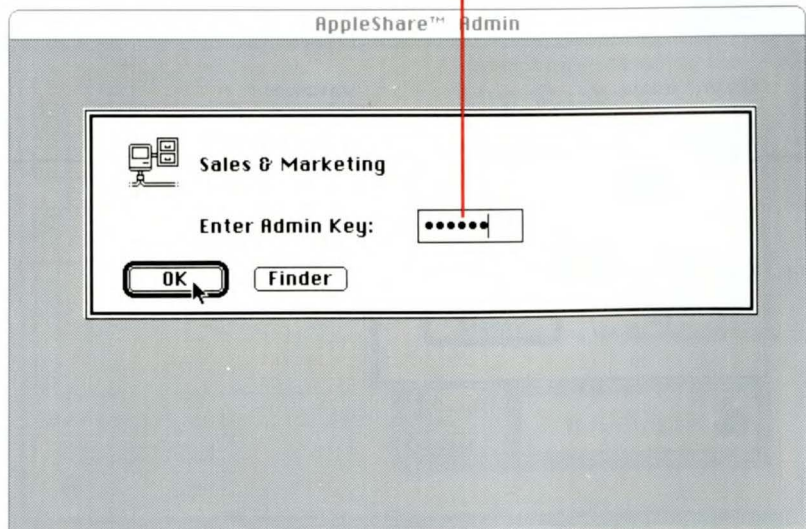
Type the uppercase and lowercase letters as you did when you first prepared the server.

After you click OK, AppleShare Admin displays the menu bar and the User List and Group List windows.

If you click OK and a message says you made a mistake, you have two more chances to type the key before you return to the Finder.

Clicking Finder returns you to the Finder.

Typed characters appear as large dots



To quit AppleShare Admin

4. If you made changes to a server volume before starting AppleShare Admin, choose Volume List from the Volumes menu, select the volume name, and choose Verify Access Privileges from the Volumes menu.

If necessary, scroll the list to find the volume.

To select more than one volume, drag or Shift-click through the list of volume names.

AppleShare Admin checks to make sure the access privileges are set up correctly.

1. If you make changes to a server volume with a desk accessory while using AppleShare Admin, choose Volume List from the Volumes menu, select the volume name, and choose Verify Access Privileges from the Volumes menu.

If necessary, scroll the list to find the volume.

To select more than one volume, drag or Shift-click through the list of volume names.

AppleShare Admin checks to make sure the access privileges are set up correctly.

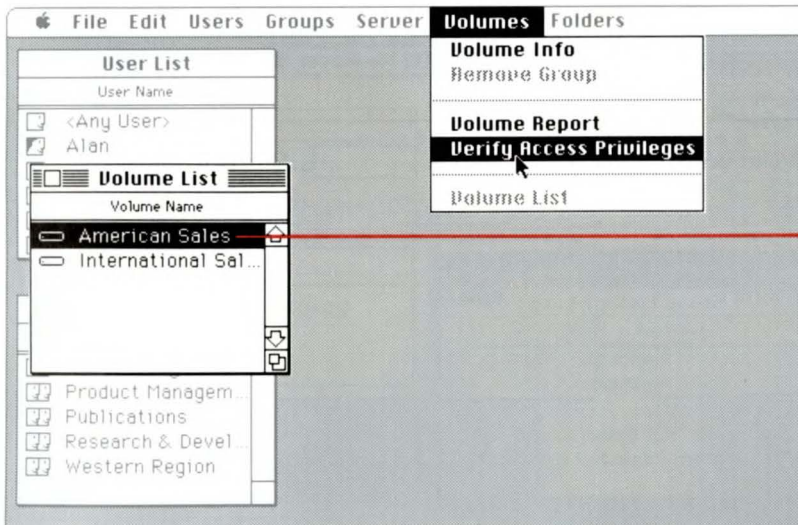
2. From the File menu, choose Quit.

If there are no unsaved changes, you return to the Finder. Otherwise, a dialog box appears for each information window that contains unsaved changes.

Clicking Yes (or pressing either Return or Enter) saves the changes in the active window.

Clicking No quits from AppleShare Admin without saving the changes in the active window.

Clicking Cancel retracts the Quit command.



Volume to be checked

Registering a user

With AppleShare Admin, you can set up a list of registered users who can then set access privileges for their server folders and keep the folders' contents as private as they wish.

When you register a user, you enter a user name and a password that only you and the user should know. To access the server from a work station as a registered user, the registered user must enter the same user name and password.

See "Setting Up Folders With Access Privileges" in Chapter 2 for more information about how access privileges work.

1. Choose Create User from the Users menu.

A new user information window titled "New User" is displayed.

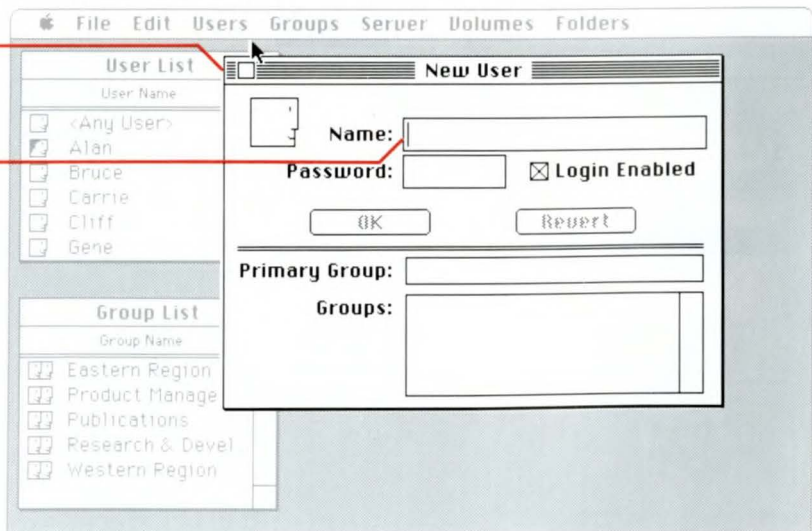
If necessary, see "Starting or Quitting AppleShare Admin" earlier in this chapter about opening AppleShare Admin.

2. Type the user name, and press Tab.

A user name can be up to 31 characters long.

User information window

Where you type the user's name



3. Type the password.

A password can be up to eight characters long.

As you type, the characters appear as large dots.

If you think you've made a typing mistake, select the dots that represent what you've typed so far, then start again.

Clicking Login Enabled to remove the "X" prevents the user from logging on to the server.

Clicking Revert undoes what you entered or changed.

4. Click OK.

The name and password are saved on the server.

The user name is listed alphabetically in the User List window. The title of the user information window now includes the user name.

With the name and password, a user at a work station can access the server as a registered user.

Before you close the window, you can assign the user to one or more server groups or specify a primary group. See "Adding a User to a Group" in this chapter.

- If you want to close the user information window, click its close box.

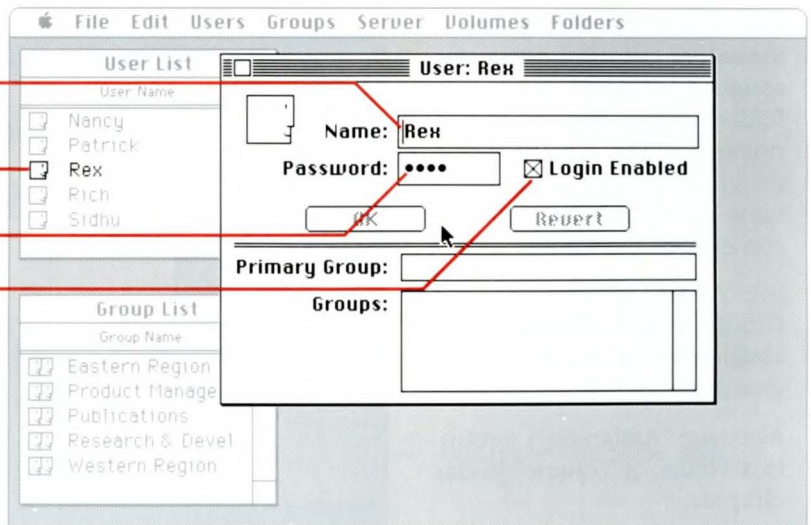
If you try to close the user information window before you've saved what you entered, a dialog box appears and lets you save your changes.

Clicking Yes (or pressing either Return or Enter) saves the changes, and the window closes.

Clicking No closes the window without saving the changes.

Clicking Cancel makes the window active again.

- User name you typed
- User icon and name added to list of registered users
- User password you typed
- When selected, the user named in the window can log on to the server



Creating a group

You can create groups on the server (and assign registered users as members) so that the owner of a folder can specify a group with which to share the information in that folder. For example, by assigning access privileges for that folder to the Group category only, the owner shares the folder's contents with only those users who are members of the group.

Groups on the server usually reflect the working groups you find in your office. With AppleShare Admin, you can create groups on the server so that the registered users you assign as members can share information among themselves.

Each folder (or volume) on the server can have one group assigned for which the folder's owner may set access privileges. The members of the group would then have the same access privileges to the contents of the folder.

See "Adding a User to a Group" in this chapter to assign users as members of a group you create.

Also, see "Assigning a Group to a Folder or Volume" in this chapter.

1. Choose Create Group from the Groups menu.

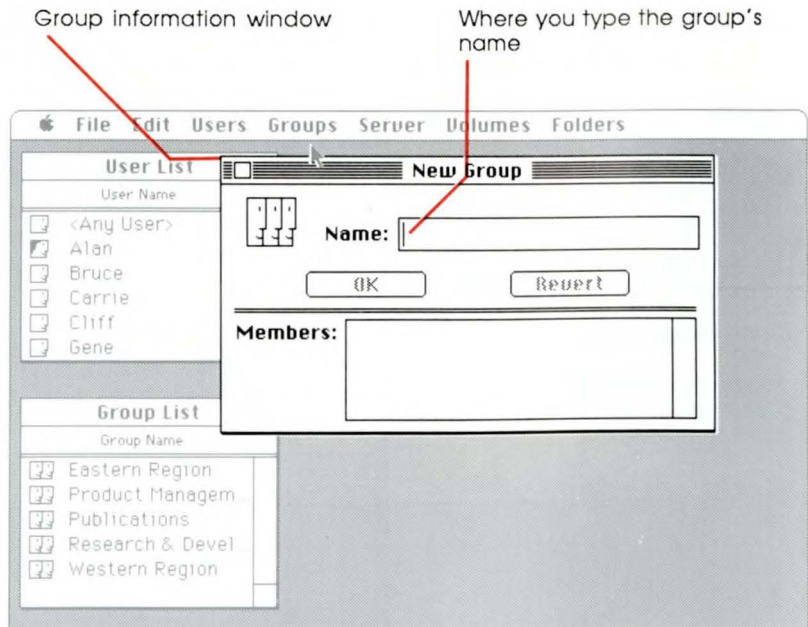
A new group information window titled "New Group" is displayed.

If necessary, see "Starting or Quitting AppleShare Admin" in this chapter about opening AppleShare Admin.

2. Type the group name.

A group name can be up to 31 characters long.

Clicking Revert deletes the name.



3. Click OK.

The name is saved on the server.

The group name is listed alphabetically in the Group List window. The title of the group information window now includes the group name.

Before you close the window, you can assign users as members. See “Adding a User to a Group” in this chapter.

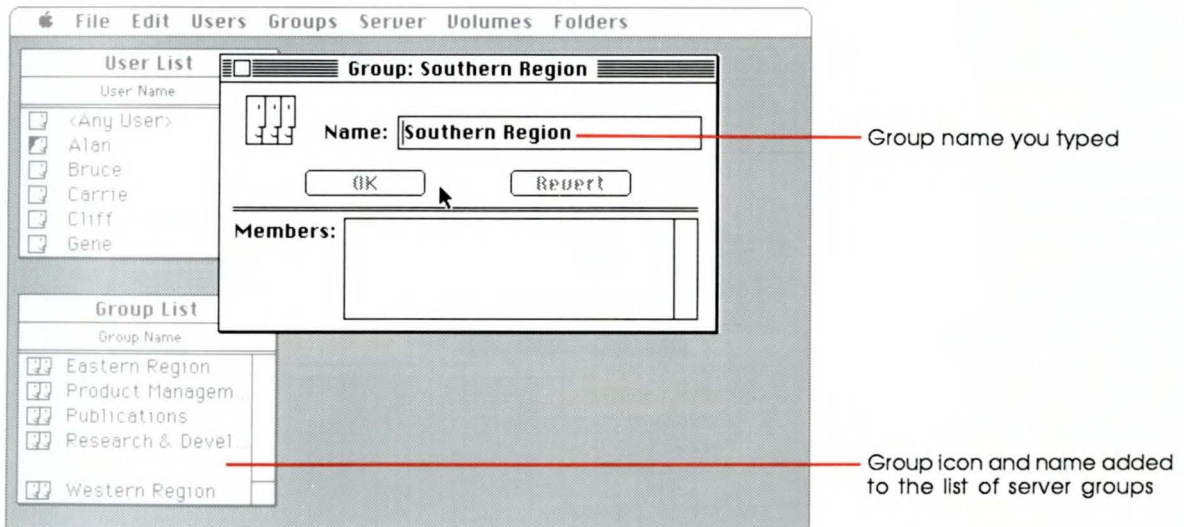
- If you want to close the group information window, click its close box.

If you try to close the group information window before you’ve saved what you entered, a dialog box appears and lets you save your changes.

Clicking Yes (or pressing either Return or Enter) saves the changes, and the window closes.

Clicking No closes the window without saving the changes.

Clicking Cancel makes the window active again.



Adding a user to a group

All registered users are listed in the User List window. You can assign any of these, with the exception of “<Any User>,” to a group. If you assign a user to a group, that user will have whatever access privileges are assigned to that group for a folder.

To add a user to a group, you have to drag the user’s icon into an information window or to another icon.

AppleShare Admin lets you do this in several ways. However, you can’t type user names directly into a list of members.

You can see the members of a group in its information window, and you can see the groups of which a user is a member (up to 15 groups) in the user’s information window.

You can also specify a primary group in a user information window. Then if the user creates a folder, the primary group automatically is assigned to that folder as the group that has the access privileges to it (if any), and the user becomes a member of the primary group.

To add a user to a group

- Drag a user icon from any place on the screen to a group icon in the Group List window. Or drag a group icon to a user icon in the User List window.

You can drag icons from the User List window to icons in the Group List window, or the reverse.

If necessary, display the User List or Group List window by choosing User List from the Users menu or Group List from the Groups menu.

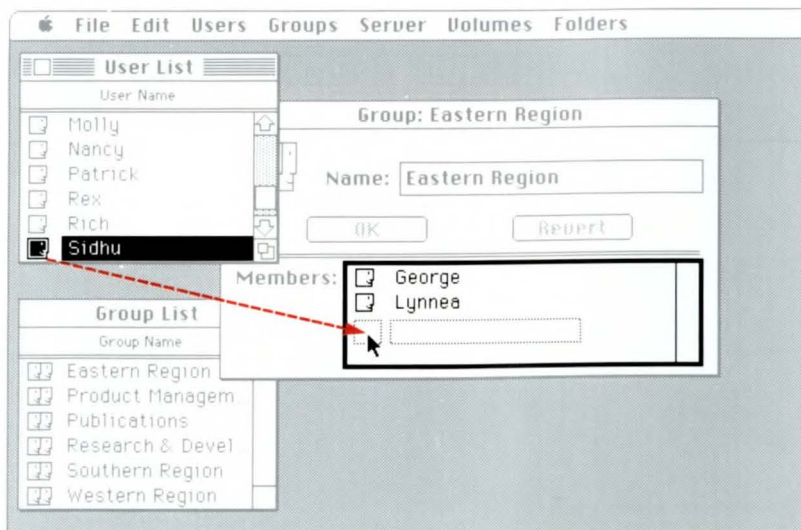
- Or drag a user icon into the Members list in a group information window. Or drag a group icon into the Groups list in a user information window.

When the rectangle is highlighted, release the mouse button, and the icon and name appear in the list—meaning the user is now a member of the group.

AppleShare Admin automatically saves this information on the server.

To add a user to more than one group, drag or Shift-click through a list of group names to select them before dragging the icons as a group.

For instructions about deleting a user from a group, see “Removing a User From a Group” in this chapter.



To specify a primary group

1. If necessary, display the user information window by double-clicking the user icon or its name anyplace on the screen.

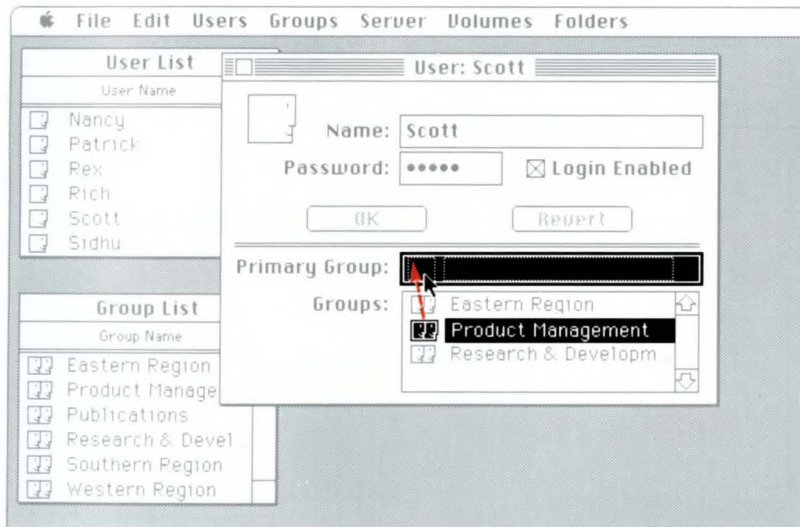
If you don't see the user icon and name you want, display the User List window by choosing User List from the Users menu.

2. Drag a group icon from any place on the screen into the place for the primary group in the user information window.

When the rectangle is highlighted, release the mouse button, and the icon and name appear in the place for the primary group—and in the user's Groups list, if it wasn't already there.

AppleShare Admin automatically saves this information on the server.

For instructions about removing or changing a user's primary group, see “To Remove a User's Primary Group” or “To Change the User's Primary Group”—both in this chapter.



Removing a user from a group

You remove a user from a group either by deleting the user from the Members list in a group information window, or by deleting the group from the Groups list in the user information window.

You'll sometimes want to remove a user from a group—for example, if a user switches projects and no longer needs access to the folders to which members of the group have access.

Or perhaps a user is already a member of 15 groups (the maximum number) but needs to be assigned to yet another. You first must remove the user from one group before you add the user to a new group.

You can also remove the primary group specified in a user's information window. Then if the user creates a folder, no group is assigned to the folder.

User to be removed from the group named in the window

To remove a user from a group

1. If necessary, display the group or user information window by double-clicking its icon anyplace on the screen.

If you don't see the icon you want, display the User List or Group List window by choosing User List from the Users menu or Group List from the Groups menu.

2. Select the user name in the group information window.

OR

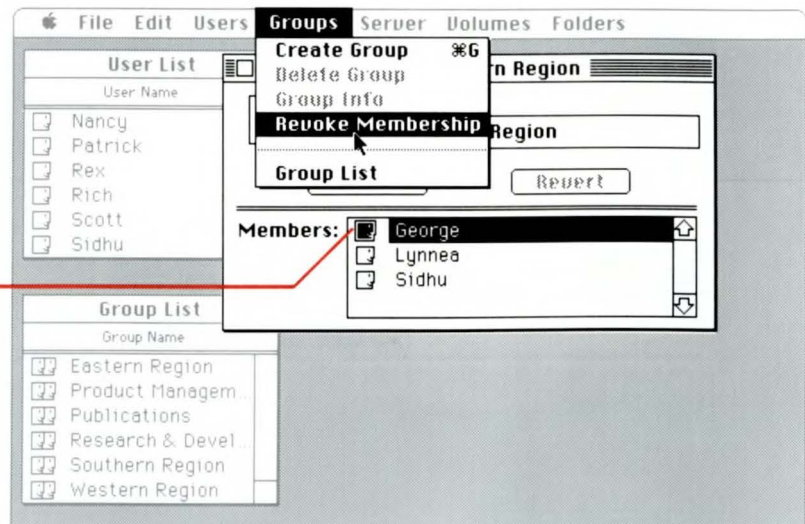
Select the group name in the user information window.

To remove a user from more than one group, drag or Shift-click group names to select them in the user information window.

3. Choose Revoke Membership from the Groups or Users menu, whichever command corresponds to the information window.

The selected icon is deleted, and the user is no longer a member of the group.

AppleShare Admin automatically updates the information on the server.



To remove a user's primary group

1. If necessary, display the user information window by double-clicking the user icon or its name anywhere on the screen.

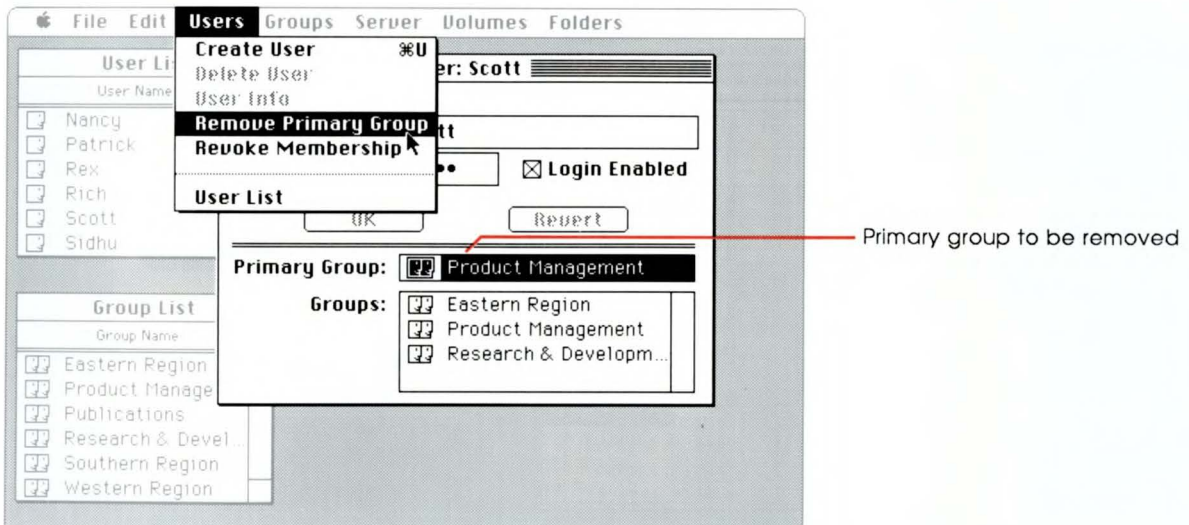
If you don't see the user icon and name you want, display the User List window by choosing User List from the Users menu.

2. Select the name of the primary group by clicking it.
3. Choose Remove Primary Group from the Users menu.

The primary group is deleted, and AppleShare Admin automatically updates the information on the server.

However, the group is still in the Groups list in the user information window.

If you also want to delete the group from the Groups list, follow steps 2 and 3 in "To Remove a User From a Group" in this section.



Removing a user or group from the server

As users and groups in your office change, you'll need to remove them from, or add them to, the server.

You remove a registered user from the server by deleting the user's name from the User List window. Any folders owned by the user to be deleted must be assigned to a new owner—the custodian or another registered user.

You can also temporarily prevent a registered user from accessing the server by not allowing the user's name or password to be logged in. Because the user does not have access to any owned folders, you don't have to reassign the user's folders. Later, you can give the user access again or permanently remove the user.

If you want to remove a group, you delete its name from the Group List window.

User selected to be the owner of the deleted user's folders

To remove a user from the server

1. If necessary, display the User List window by choosing User List from the Users menu.
2. Select the user name in the User List window.
3. Choose Delete User from the Users menu.

A dialog box presents a list of all users except the user to be deleted and asks you to transfer to another user the ownership of any folders the user to be deleted may own.

Clicking Cancel retracts the Delete User command.

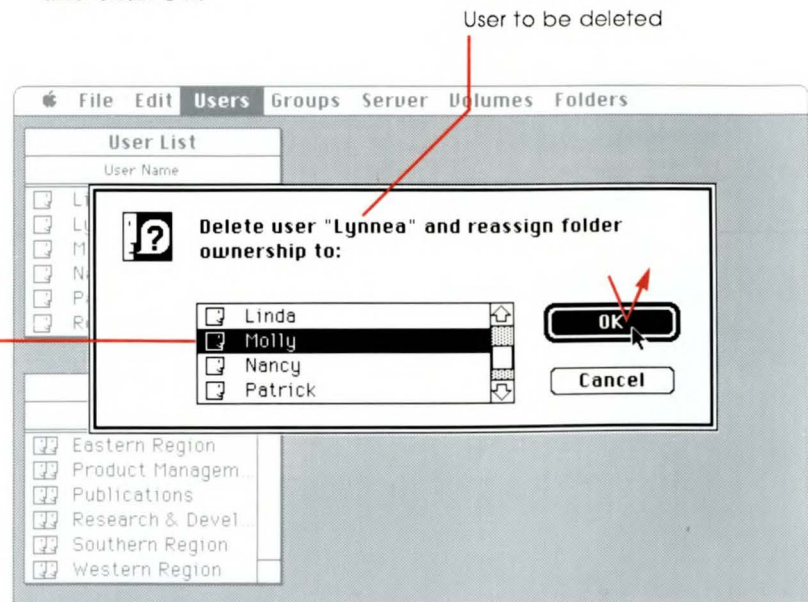
4. Select a user who will become the new owner of the folders, and click OK.

To select another user, scroll the list, if necessary, to find the name, and click it.

If you select "<Any User>," the folders will become available to any user with access to the server.

Clicking OK deletes the user from the User List window and from any information window in which the user is listed. The deleted user's folders are transferred to the ownership of the selected user.

If the deleted user was the owner of a volume, that ownership is also transferred.



To prevent a registered user from logging on

1. If necessary, display the user information window by double-clicking the user icon or its name anywhere on the screen.

If you don't see the user icon and name you want, display the User List window by choosing User List from the Users menu.

2. Turn off the Login Enabled option by clicking Login Enabled to remove the "X" in the check box.
3. Click OK.

The user remains in the Users List window but can't log on to the server except as a guest. The user only has access privileges that all users have.

- If you want to close the user information window, click its close box.

See step 4 in "Registering a User" in this chapter for more about closing an information window.

Group to be deleted

To remove a group from the server

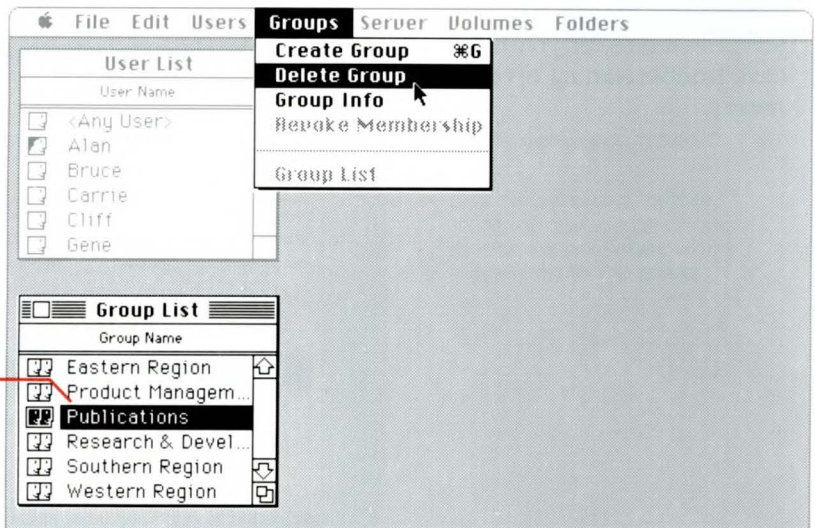
1. If necessary, display the Group List window by choosing Group List from the Groups menu.
2. Select the group name in the Group List window.
3. Choose Delete Group from the Groups menu.

A dialog box asks you to confirm that you want to delete the selected group.

Clicking OK deletes the group from the Group List window and removes it from any information window in which it was listed.

Clicking Cancel retracts the Delete Group command.

All users who were members of the group no longer have access privileges (if any) to the folders or volumes to which the group was assigned.



Creating a folder

You can use AppleShare Admin to create folders on server volumes, set access privileges, and assign an owner and group. The folders you create must have a name and an owner. Then users with access privileges can open the folders from their work stations.

See the *AppleShare User's Guide* for examples of special kinds of folders you can set up for users on the server.

Remember that you can also log on to the server from a work station and create folders. This keeps the server available for other users.

Caution: Do not shut down the server and use the Finder to create or change folders on server volumes, or you may have trouble starting up the server.

1. Choose File & Folder Info from the Folders menu.

A dialog box appears with a list of folders and files in the current directory.

The directory name appears above the list, and the name of the current volume appears to the right. The first folder or file in the list is selected.

Click Volume to see the folders on another volume.

Clicking Cancel retracts the File & Folder Info command.

2. Open the folder where you want to create a folder, and click New Folder.

Select the name of the folder and click Open, or just double-click the name.

Scroll the list, if necessary, to find the folder you want.

To see a list of folders within a folder, open the folder.

In this way, you can move down through the hierarchy of folders until you find the folder you want.

To move back up the hierarchy, press the directory name and choose the folder you want, or choose the volume name to get back to the volume directory.

You can also create a folder in the volume directory.

After you click New Folder, a new folder information window titled "New Folder" is displayed.

3. Type the name of the folder.

A folder name can be up to 31 characters long.

Clicking Revert deletes the name.

4. Assign an owner to the folder.

- Drag a user icon from any place on the screen into the place for the owner name in the folder information window.

When the rectangle is highlighted, release the mouse button, and the user icon and its name appear there—meaning the user is now the owner of the folder.

Before clicking OK to create the folder, you can set access privileges or assign a group. See “Reviewing or Setting Access Privileges for a Folder or Volume” and “Assigning a Group to a Folder or Volume” in this chapter.

5. Click OK.

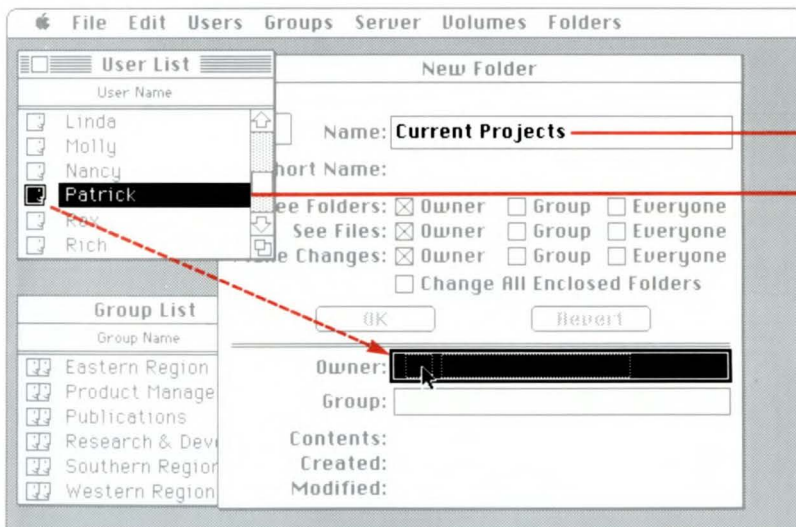
If necessary, make the folder information window active by clicking inside it.

After you click OK, the folder is created in the place you selected, and the title of the folder information window now includes the name you entered.

When a user accesses the volume, the user will find the folder in the folder (or at the volume level) where you created it—if the user has access privileges to that volume and folder.

- If you want to close the folder information window, click its close box.

See step 4 in “Registering a User” in this chapter for more about closing an information window.



Folder name you typed

User to be owner of the folder and who can change its access privileges when logged on to the server

Assigning a group to a folder or volume

You can assign a group to a folder or volume in a folder or volume information window.

The group assigned to the folder or volume will have the access privileges that the owner may set by selecting the Group and Everyone options in the information window.

See “Reviewing or Setting Access Privileges for a Folder or Volume” in this chapter.

To assign a group to a folder

1. Choose File & Folder Info from the Folders menu.

A dialog box appears with a list of folders and files in the current directory.

The directory name appears above the list, and the name of the current volume appears to the right. The first file or folder in the list is selected.

Click Volume to see the folders on another volume.

Clicking Cancel retracts the File & Folder Info command.

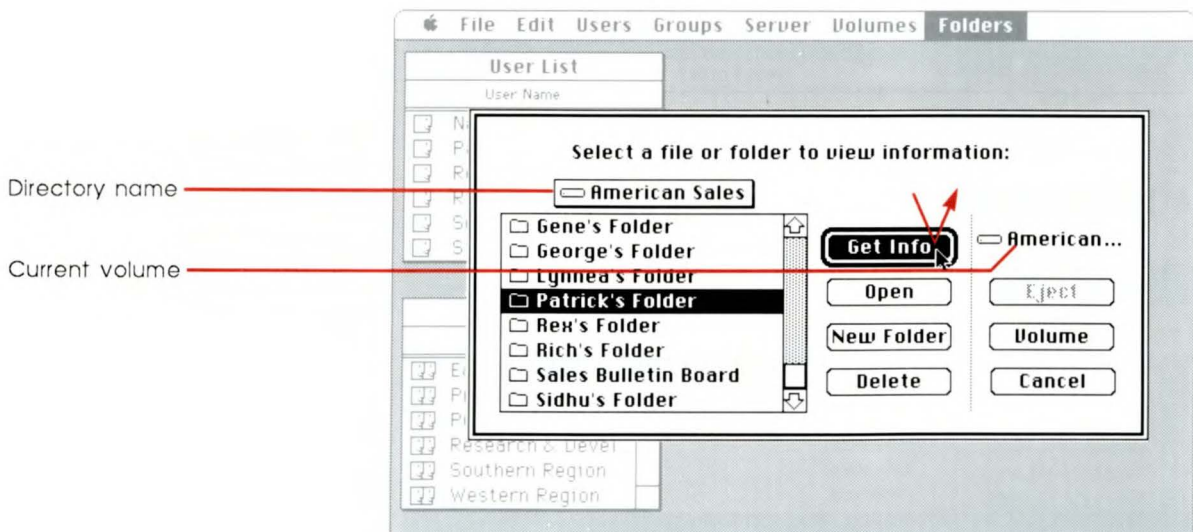
2. Select the folder to which you want to assign a group.

Scroll the list, if necessary, to find the folder you want.

For more information on selecting a folder in the hierarchy of folders, see step 2 in “Creating a Folder” in this chapter.

3. Click Get Info.

The information window of the selected folder is displayed.



To assign a group to a volume

4. Drag a group icon from any place on the screen into the place for the group name.

If necessary, first display the Group List window by choosing Group List from the Groups menu.

When the rectangle is highlighted, release the mouse button, and the group icon and name appear in the place for the group name—meaning the members of this group have the access privileges set for the Group user category.

1. Choose Volume List from the Volumes menu.

The Volume List window appears with a list of active volumes on the server.

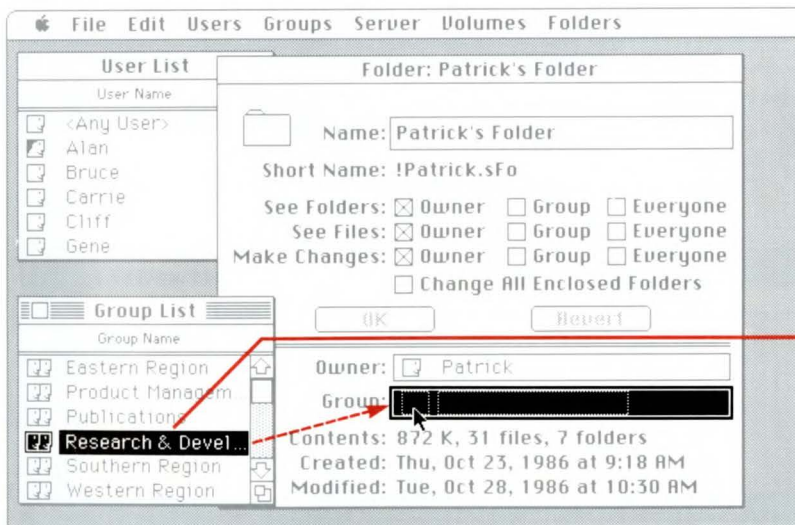
2. Select the volume to which you want to assign a group, and choose Volume Info from the Volumes menu, or just double-click the volume name.

The information window of the selected volume is displayed. The owner of the volume is the custodian, unless the owner has been changed.

3. Drag a group icon from any place on the screen into the place for the group name.

If necessary, first display the Group List window by choosing Group List from the Groups menu.

When the rectangle is highlighted, release the mouse button, and the group icon and name appear in the place for the group name—meaning the members of this group have the access privileges set for the Group user category.



The selected group will have whatever access privileges are set for the Group category in this folder information window

Reviewing or setting access privileges for a folder or volume

You can use AppleShare Admin to review or set access privileges for a folder or volume on the server—even for ones for which you’re not the owner. You do this in the folder or volume information window.

For more information about access privileges, see “Using Access Privileges” in Chapter 2, or see the *AppleShare User’s Guide*.

To review or set access privileges for a folder

1. Display the information window of the folder whose access privileges you want to review or set.

Follow steps 1 and 2 in “To Assign a Group to a Folder” in this chapter.
2. To set access privileges, click the appropriate access privileges for each user category.

An “X” appears in the check box for each selected option.

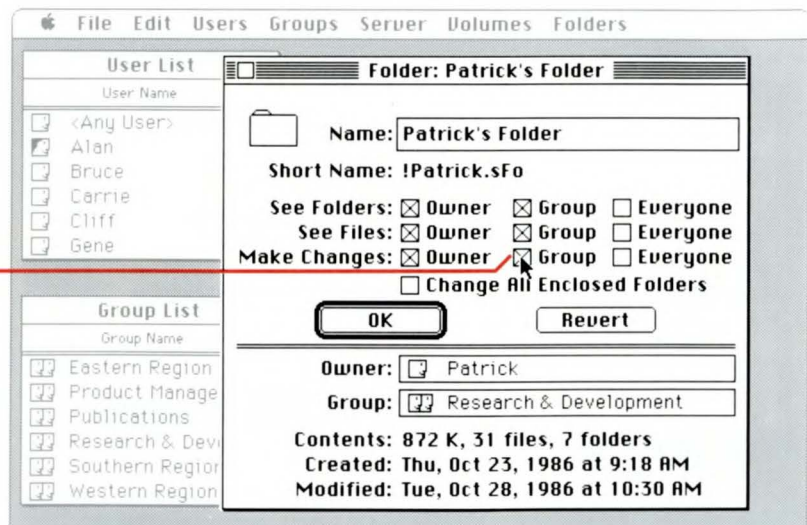
To remove a setting, click the option so its check box no longer contains an “X.”

Clicking Revert undoes the changes you’ve made since the last time you clicked OK.

3. Click OK to save the settings.
 - If you want to close the folder information window, click its close box.

See step 4 in “Registering a User” in this chapter for more about closing an information window.

An “X” appears for each selected option



To review or set access privileges for a volume

1. Choose Volume List from the Volumes menu.

The Volume List window appears with a list of active volumes on the server.

2. Select the volume whose access privileges you want to review or set, and choose Volume Info from the Volumes menu, or just double-click the volume name.

The information window of the selected volume is displayed.

3. To set access privileges, click the appropriate access privileges for each user category.

An “X” appears in the check box for each selected option.

To remove a setting, click the option so its check box no longer contains an “X.”

Clicking Revert undoes the changes you’ve made since the last time you clicked OK.

4. Click OK to save the settings.

- If you want to close the volume information window, click its close box.

See step 4 in “Registering a User” in this chapter for more about closing an information window.

To prevent guests from accessing a volume

1. Create a new group and assign all registered users as members of that group.

See “Creating a Group” and “Adding a User to a Group” in this chapter.

2. Assign the group you created to the volume that you want to prevent guests from accessing.

See “Assigning a Group to a Folder or Volume” in this chapter.

3. Set the access privileges to the volume so only the Owner and Group categories have access privileges.

Make sure that no options for the Everyone category are selected.

See “To Review or Set Access Privileges for a Volume” in this section.

Only the owner and the members (all registered users) of the group named in the volume information window can access the volume. Guests have no access privileges.

Changing a name, owner, group, password, Admin key, or access privileges

You can use AppleShare Admin to respond to the changes in your office and keep the server running smoothly. You can change the name of anything on the server—a user name, a file, a folder, or a volume—even the name of the server. You can also change the Admin key as well as a user password. And you can specify a different primary group for a user or assign a new owner or group to a folder or volume.

You can make most of these changes in various AppleShare information windows.

To change a user name or password

1. If necessary, display the user information window by double-clicking the user icon or its name anywhere on the screen.

If you don't see the user icon and name you want, display the User List window by choosing User List from the Users menu.

2. If you want to change the user name, select it in the user's information window, and type a new name up to 31 characters long.

Or use the Edit menu commands to edit the name.

3. If you want to change the password, select it and type a new password up to eight characters long.

Clicking Revert undoes the changes you've made since the last time you clicked OK.

4. Click OK.

The changes are saved.

If you want to change the groups listed in the user information window, see "Adding a User to a Group" and "Removing a User From a Group" in this chapter. To change the primary group, see "To Change the User's Primary Group" in this section.

To change the name of a group

1. If necessary, display the group's information window by double-clicking the group icon or its name anyplace on the screen.

If you don't see the group icon you want, display the Group List window by choosing Group List from the Groups menu.

2. Select the group name in the group's information window.
3. Type a new name up to 31 characters long.

Or use the Edit menu commands to edit the name.

Clicking Revert undoes the changes you've made since the last time you clicked OK.

4. Click OK to save the name.

To change the user's primary group

1. If necessary, display the user's information window by double-clicking the user icon or its name anyplace on the screen.

If you don't see the user icon you want, display the User List window by choosing User List from the Users menu.

2. Drag a group icon from any place on the screen into the place for the primary group in the user information window.

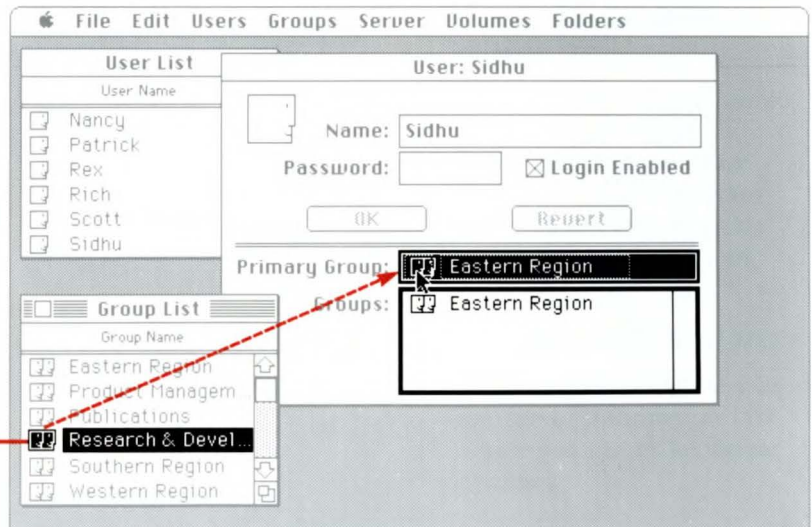
When the rectangle is highlighted, release the mouse button, and the icon and name replace the previous primary group.

AppleShare Admin automatically makes the changes on the server.

The previous primary group is still in the Groups list. The new primary group is also added to the Groups list, if it's not already there.

For instructions about deleting a user's primary group, see "Removing a User From a Group" in this chapter.

This group will replace the current primary group



To change the name of a file, folder, or volume

1. To change the name of a file or folder, follow steps 1 through 3 in “To Assign a Group to a Folder” in this chapter—and select the file or folder whose name you want to change.

OR

To change the name of a volume, follow steps 1 and 2 in “To Assign a Group to a Volume” in this chapter—and select the volume whose name you want to change.

2. Select the name in the information window.

3. Type a new name.

Or use the Edit menu commands to edit the name.

Clicking Locked in a file information window prevents users from changing the file.

Clicking Revert undoes the changes you’ve made since the last time you clicked OK.

4. Click OK.

The changes are saved.

For instructions about changing other information in a folder or volume information window, see “To Change the Owner, Group, or Access Privileges of a Folder or Volume” in this section.

To change the owner, group, or access privileges of a folder or volume

1. To make changes to a folder, follow steps 1 through 3 in “To Assign a Group to a Folder” in this chapter—and select the folder whose owner, group, or access privileges you want to change.

OR

To make changes to a volume, follow steps 1 and 2 in “To Assign a Group to a Volume” in this chapter—and select the volume whose owner, group, or access privileges you want to change.

2. If you want to change the owner, drag a user icon from any place on the screen into the place for the owner name in the folder or volume information window.

To change the server name or Admin key

When the rectangle is highlighted, release the mouse button, and the icon and name replace the name of the previous owner.

AppleShare Admin automatically makes the change on the server and transfers all current access privileges to the new owner.

3. If you want to change the group, drag a group icon from any place on the screen into the place for the group name in the folder or volume information window.

When the rectangle is highlighted, release the mouse button, and the icon and name replace the name of the previous group.

AppleShare Admin automatically makes the change on the server and transfers all current access privileges to the new group.

4. If you want to change the access privileges of a folder or volume, click the appropriate access privileges for each user category to select or deselect them, and click OK to save the settings.

Clicking Change All Enclosed Folders and then clicking OK causes any folders within the folder or volume to have the same owner, group, and access privileges as shown in the current information window.

Clicking Revert undoes the changes you've made to the access privileges, but not to the owner or group.

1. Choose Server Info from the Server menu.

A dialog box appears with the server name and Admin key. The server name is selected.

2. If you want to change the name, type a new server name up to 31 characters long, or use the Edit menu commands to edit it.
3. If you want to change the Admin key, press Tab to select the key, and type a new key up to eight characters long.
4. Click OK.

If you changed only the server name, the name is changed.

If you changed the Admin key, a dialog box asks you to confirm the new key by clicking OK.

To open AppleShare Admin again, you must type uppercase and lowercase characters exactly as you typed them here. So write down your Admin key and keep it in a safe place.

5. Click OK to save the changes.

Clicking Cancel returns you to the server information box where you can make further changes.

Creating a volume or server report

AppleShare Admin lets you create reports about how the server is being used. You can use these reports to monitor server activity and improve services for the users.

A volume report can tell you all about the folders and files in a volume—for example, how much space they use, who owns the folders, and what access privileges are set.

A server report can tell you about the users on the server—for example, what their names are and what groups they're in.

You can create a complete volume or server report or a summary of either. See “Using Reports as Guides to Improving Services” in Chapter 3 for a description of what's in each kind of report.

The report that's created is a text-only document that you can store on a server volume or disk. At a work station, you can use a word processing application to open and print the document. See “Printing Reports” in Chapter 3 for more information.

To create a volume summary or complete volume report

1. Choose Volume List from the Volumes menu.
2. Select the volume about which you want a report.
3. Choose Volume Report from the Volumes menu.

A dialog box lets you select the kind of report you want. The preset option is Volume Summary.

4. Click the option you want, if it's not already selected, and click OK.

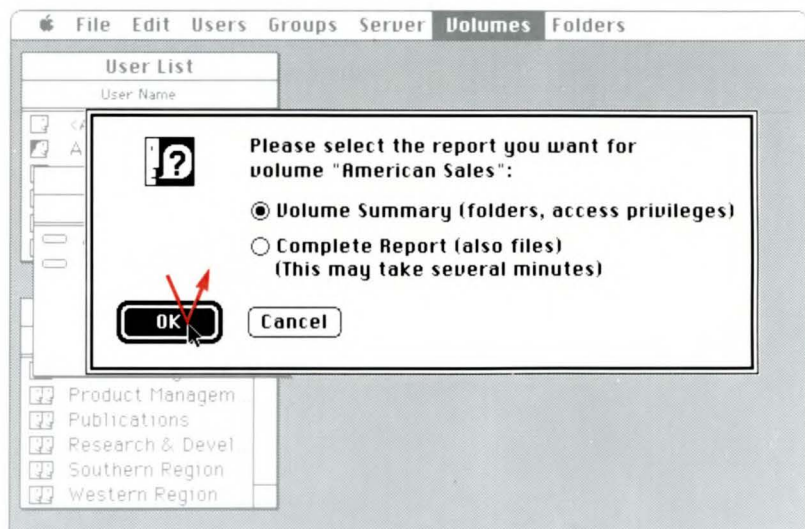
A dialog box appears with a list of folders in the current directory.

5. Click Volume until you see the disk or volume on which you want to save the report.

Clicking Cancel retracts the Volume Report command.

6. Select the folder where you want to save the report, and open the folder by double-clicking.

You can also save the report at the disk level of the hierarchy.



To create a server summary or complete server report

For more information about selecting a folder in the hierarchy of folders, see step 2 in “Creating a Folder” in this chapter.

8. Type a name for the report.

Adding a volume name and date will help you distinguish the report from others.

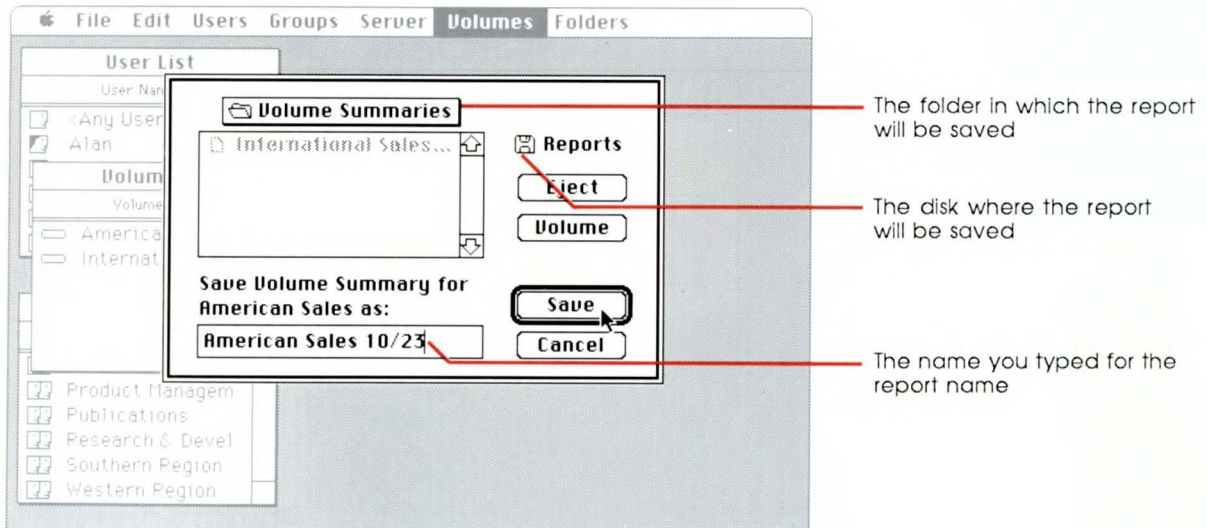
9. Click Save.

The report is saved as a text-only document in the folder you selected (or at the disk level of the hierarchy).

1. Choose Server Report from the Server menu.

A dialog box appears that lets you select the kind of report you want. The preset option is Server Summary.

2. Follow steps 4 through 7 in “To Create a Volume Summary or Complete Volume Report” in this section.



Using a concurrent application on the server

You can set up the server so that another server application program runs on the server at the same time as AppleShare. Users on the network with access to the server will be able to share the services of this concurrent application.

You can install more than one concurrent application on the server, but only one can be made available over the network at a time. After installing the application, you use AppleShare Admin to make it available or remove it from the network.

Caution: Install only applications specifically designed to be used concurrently with the AppleShare server, or you may lose information.

Follow the instructions that come with the concurrent application if they are different from these.

To install a concurrent application

1. Quit AppleShare Admin by choosing Quit from the File menu.

For more information, see “Starting or Quitting AppleShare Admin” in this chapter.

2. Open the server startup volume and the Server Folder.
3. Eject the *AppleShare Server Installer* disk by dragging it to the Trash.
4. Insert the disk that contains the concurrent application you want to install.
5. Open the disk icon and any folders you need to, until you see the application icon.

6. Drag the application icon to the Server Folder of the server startup volume.

7. Eject the application disk by dragging its icon to the Trash.

Now you must start AppleShare Admin and make the application available to users by following the instructions in “To Make a Concurrent Application Available or Change It” in this section.

- To remove a concurrent application from the server, drag its icon from the Server Folder that’s on the server startup volume to the Trash.

To make a concurrent application available or change it

1. If necessary, start AppleShare Admin.

See “Starting or Quitting AppleShare Admin” in this chapter.

2. From the Server menu, choose Enable Concurrent Application.

A dialog box presents a list of the installed concurrent applications.

3. Select the concurrent application you want to make available.

4. Click OK.

When you restart the server, AppleShare starts up the server and then opens the concurrent application. The server is still running and can be accessed over the network.

The server status window will not, however, be available while the concurrent application is running.

Clicking Cancel retracts the Enable Concurrent Application command.

To see the server status window, quit the concurrent application.

To remove a concurrent application from the network

1. If necessary, start AppleShare Admin.

See “Starting or Quitting AppleShare Admin” in this chapter.

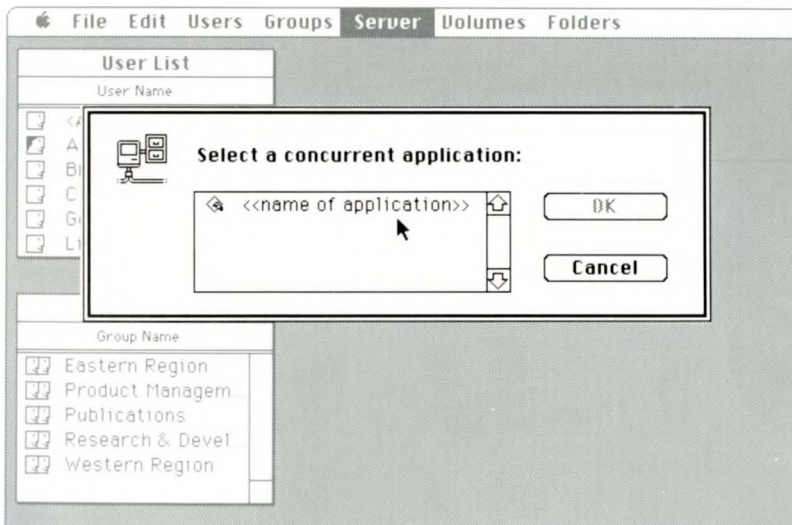
2. Choose Disable Concurrent Application from the Server menu.

A dialog box lets you confirm that you want to remove the application from the network.

3. Click OK.

When you restart the server, the concurrent application will no longer be available to users.

Clicking Cancel retracts the Disable Concurrent Application command.





Chapter 5



Reference

This chapter is an overview of what the AppleShare file server is, how it works, and how you can work with it. It describes the equipment and software that make up the file server. It tells you about the file server and AppleShare software without emphasizing how to use them or how to do things with them.

The first part of this chapter describes the AppleShare server, including a brief discussion of AppleShare volumes, system software, access privileges, using applications, and using the server on interconnected AppleTalk networks.

The second part of this chapter tells you about the menus and commands that you'll use to work with the server both when the server is available on the network and when it is shut down.

The AppleShare file server

The AppleShare server that's now part of your AppleTalk network is a Macintosh Plus with one or more hard disks (volumes) attached and is dedicated to providing file service. The AppleShare server software that's used with the Macintosh Plus enables it to offer access to its hard disks to all users on the network who use AppleShare workstation software on their Macintosh Plus, Macintosh 512K Enhanced, or Macintosh 512K.

As administrator, your responsibilities in running the AppleShare file server include:

- setting up the server equipment, which includes the Macintosh Plus and one or more hard disks
- connecting the server to the AppleTalk network
- installing the AppleShare server software, which includes the AppleShare server application and related files
- distributing the *AppleShare Work Station Installer* disk
- registering users and entering passwords for them

- organizing and creating groups on the server
- maintaining the server

Once the file server is available on the network and users have installed AppleShare on their startup disks, they'll use the Chooser to select a server, identify themselves to the server, and select the server volume or volumes that they want to access. See the *AppleShare User's Guide* for more information about how users log on to the server and use it to store and share information.

File server equipment

On the AppleShare file server, you must use a hard disk that works with the hierarchical file system, such as the Macintosh Hard Disk 20 and Apple Hard Disk 20SC. You can attach up to two Hard Disk 20s plus seven other hard disks that use a SCSI (Small Computer System Interface) cable, such as the Hard Disk 20SC.

The file server does not place any restrictions on the size of the volume, so any hard disk that works with the hierarchical file system can be attached to the Macintosh Plus. As a result, you can have several hundred megabytes of storage on a file server, depending on the hard disk(s) you choose.

The server is compatible with many hard disks manufactured by other companies. As a general rule, a higher performance hard disk drive will enhance the server's performance. See your authorized Apple dealer for further information on hard disks that are compatible with AppleShare.

With AppleShare, a hard disk is where shared information is stored. The AppleShare server uses space on the hard disk very efficiently because it does not partition the physical space on the disk for each user. The AppleShare file server dynamically allocates and reclaims space as files are created and deleted.

The file server's hard disks are called **volumes**.

AppleShare server software

AppleShare server software consists of:

- the AppleShare Admin application that installs AppleShare on the server and lets you work with information on the server when the server is shut down
- the AppleShare server application and related files that the Macintosh Plus uses to operate the server

After you first start up the Macintosh Plus with the *AppleShare Server Installer* disk, you must use the Chooser to check that the AppleTalk Active option is selected.

When you open the AppleShare Admin application, it checks to see which volumes are attached to the Macintosh Plus and if they are ready to work as part of the server. If you're opening AppleShare Admin for the first time, you must select a startup volume so that AppleShare Admin can create a Server Folder in which it installs AppleShare server software—including the AppleShare server application and related files and the System file version 3.3 or later. The Chooser is version 3.0 or later. After installing the software, AppleShare Admin creates a Server Folder on each additional volume and in each Server Folder creates a file that contains information the server needs to operate.

Important

The server startup volume and all AppleShare startup disks at work stations must use System File 3.3 or later, Chooser 3.0 or later, and Finder 5.4 or later. You should check with your authorized Apple dealer to make sure you have the most current system software.

After you've installed server software, you must give a user, known as the custodian, a name and a password. This user becomes responsible for all folders that were on a hard disk before it was prepared as a server volume. In addition, whenever information is incomplete about who created and owns a folder, the server assigns that folder to the custodian.

You can then use the commands in the AppleShare Admin menus to organize information on the server, to provide for the privacy of users' information, and to create reports of how users organize what they store on the server and how they share that information with other users. You can register users, create groups, create folders, set access privileges, and create AppleShare reports. See "AppleShare Admin Menus" in this chapter for a complete description of the commands that let you do this.

At any time, you can quit AppleShare Admin so the Macintosh Plus can restart using the server software on the startup volume. However, before you start up the server for the first time, you must check that the Alarm Clock has the correct date and time and that the RAM Cache is set to the proper amount. Then you can start up the server. (See "Using Desk Accessories With AppleShare" in this chapter for more information.)

The AppleShare server application—along with its related files—makes it possible for the Macintosh Plus and the attached hard disks to start up as a file server with server volumes. After the server starts up, the AppleShare server application displays a menu and a server status window that shows current activity on the server. See "AppleShare Server Menu" in this chapter for a description of the commands.

AppleShare windows and dialog boxes

When you're using the AppleShare Admin application or the server is available on the network, AppleShare displays different kinds of windows as well as dialog boxes.

AppleShare Admin windows

When a window is displayed, you can reposition the window by dragging its title bar, activate it by clicking in it, and close it by clicking its close box. If it has a scroll bar and size box, you can scroll the contents and resize the window. You can also close all windows by choosing the Close All command from the File menu.

AppleShare Admin displays two main types of windows—list windows and information windows.

There are three list windows. The User List and Group List windows are automatically displayed when you open AppleShare Admin. They present lists of registered users and groups whose names have already been entered and saved. The Volume List window is a list of all volumes on the server. If you want to display a list window (or make it frontmost on the desktop), you can choose the List command from the corresponding menu.

To work with an item in a list window, you can select it and then choose an appropriate command. Also, in the User List and Group List windows, you can drag an item (by dragging its icon) to another place to copy it there. You cannot edit or type in a list window.

There are five information windows. The user, group, or folder information window is displayed when you choose a command that lets you add a user, group, or folder to the server—or when you want information about a selected user, group, or folder already on the server. The file and volume information windows give you information about a selected file or volume.

You can enter information or change and review what's entered in an information window. In the top panel of each information window you enter or change information by typing and editing or by selecting and deselecting options. Clicking OK saves what you entered, or clicking Revert undoes the changes you've made since you last clicked OK. Except in the file information window, in the bottom panel you drag user or group icons to the appropriate places to enter them, and AppleShare Admin automatically saves the information.

See “AppleShare Admin Menus” in this chapter for the commands that you use to display these windows and work with them. For additional information on using these windows and entering information, see Chapter 4.

AppleShare server window

AppleShare displays a server status window when you start up the server. The server status window lists volumes and currently logged-on users and displays a meter that gauges current server activity.

Dialog boxes

When you choose some commands, a dialog box asks you to type in information or select options to complete a command. You can sometimes confirm (or cancel) a command by clicking a button such as OK, Yes (or No, Cancel). Clicking the Finder button cancels an operation and returns you to the Finder.

In dialog boxes with directories that let you open folders and move through the hierarchy of folders, you can always open folders by double-clicking their names.

Pressing Return or Enter is the same as clicking the button that has a bold outline.

How the server provides privacy

You can use AppleShare Admin to register users' names and passwords on the server to give those users personal control over their information. Registered users can use the Access Privileges desk accessory from their work stations to set access privileges for the folders they own on server volumes. When a registered user creates a folder or moves an existing folder to a server volume, that user is the folder's owner. However, when users logged on as guests create folders, the owner is "<Any User>." This means that all users with access to the file server jointly own the folder and can change the access privileges at any time. (See the *AppleShare User's Guide* for more information about guests using the server.)

As the administrator, you can use AppleShare Admin to control the access to all information on the server—even users' private folders—by being able to change the access privileges to any volume or folder on the server. You can also use AppleShare Admin to create or delete folders on the server, change the owner of a folder, or change a group associated with a folder.

Access privileges

Whether you use AppleShare Admin or a registered user uses the Access Privileges desk accessory to set or change access privileges for a folder, access privileges are given and withheld in the same way and have the same effect.

A guest is a user who logs on to the server without a registered user name or password.

When you use AppleShare Admin to set access privileges for a folder, you do this in the folder's information window. You must determine what access you want to give to each of three user categories:

Owner

Owner refers to the user who created or was assigned ownership of the folder. The owner is named in the folder's information window.

Group

Group refers to a group you created for users who usually have common interests and share information. The group (if any) is named in the folder's information window.

Everyone

Everyone refers to any user with access to the server, whether logged on as a registered user or as a guest.

You may assign to each of the three user categories any of three privileges:

See Folders

See Folders is the privilege to see folders contained within the folder for which you are setting access privileges. Whether any of the folders within that folder may then be opened depends on the privileges that have been set for those folders.

See Files

See Files is the privilege to see the icons of documents and applications contained within the folder for which you are setting access privileges. See Files includes the privilege to open or copy documents and applications.

❖ *Note:* Certain applications may require the user to have both See Files and Make Changes privileges to work correctly. See your authorized Apple dealer for more information about a particular application.

Make Changes

Make Changes is the privilege to make changes to the contents of the folder—including moving or deleting the folder's contents.

Note that each privilege is set independently of the other privileges. For example, the Make Changes privilege does not automatically include the privileges to See Folders and See Files.

Besides being able to change the access privileges in any folder information window, you can change the owner and group. You can open any folder's information window to review the folder's information.

You can also change the owner, group, and access privileges for a volume.

Using desk accessories with AppleShare

In general, you should not use any desk accessory on the server's Macintosh Plus. In addition, while using AppleShare Admin, you should not use any desk accessory that makes a change to a file server volume.

There are only three desk accessories you may need to use from the Finder *before* starting up the server: the Alarm Clock, the Chooser, and the Control Panel.

Alarm Clock

You use the Alarm Clock to set the date and time that is displayed in the server window.

Chooser

You use the Chooser to make sure that AppleTalk is set to Active.

Control Panel and the RAM Cache

You use the Control Panel to set the RAM Cache. The RAM Cache keeps frequently used information in the memory of the server's Macintosh Plus so the information can be accessed quickly without having to return to the volume. In general, setting the RAM Cache will improve the server's responsiveness over the network.

The recommended amount you may set for the RAM Cache is 64K. If you install a concurrent server application, it is recommended that you set the RAM Cache to Off unless otherwise specified in the documentation for the concurrent server application. The recommended amount of memory for the RAM Cache may be changed in later versions of the server software. Check with your authorized Apple dealer for more information about the RAM Cache setting for your server.

Concurrent server applications

You can set up the server to use another server application that is available to users on the network at the same time that the server is available. You can install more than one concurrent server application in the Server Folder of the startup volume, but only one can be available on the network at a time.

See your authorized Apple dealer to find out which applications have been designed to be used concurrently with the AppleShare server application.

- ❖ *Note:* Users can also store applications on the server and use them from their work stations. See the rules for storing and using applications on server volumes in the *AppleShare User's Guide*.

The server and interconnected AppleTalk networks

To allow users on other AppleTalk networks to access the information that's on your current file server, you must interconnect your network with other networks.

A *bridge* (a combination of hardware and software) is used to interconnect your network and one or more other AppleTalk networks into one larger network. Bridges let you expand a single AppleTalk network both in the number of devices connected and the distance covered.

The interconnected networks can be divided into **zones**, a group of one or more networks, not necessarily adjacent, that have a common reason for sharing information. Zones let you organize users' access to information by grouping the interconnected networks to make the best use of file servers and other network devices. For example, you may have a research department in two different buildings whose AppleTalk networks are part of a larger interconnected network but are not directly connected to each other. If you group these two networks as a zone, the two research groups can share information and network devices as if they were working on a single AppleTalk network.

❖ *Note:* The *AppleShare User's Guide* has information about using the Chooser to select a server in a zone.

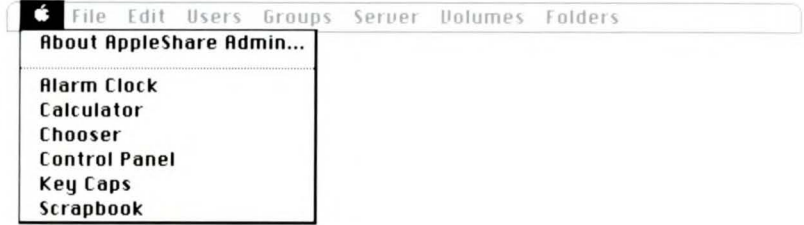
AppleShare Admin menus

When you open AppleShare Admin, the menu bar provides the commands you need to manage the server, including registering users; making changes to users' names, passwords, and any groups; and getting information about and managing the server, its volumes, and its folders.

Choosing some commands causes a dialog box or window to appear with places to enter information, check options, and so forth. Once you've entered the appropriate information, you confirm the command by clicking the OK or Yes button in the box, or by pressing the Enter or Return key. Clicking the Cancel button cancels the command.

A command appears dimmed when you can't use it—for example, most of the commands in the Volumes menu are dimmed unless the Volume List window is displayed.

Apple menu



About AppleShare Admin...

Shows the version number and the authors of the AppleShare Admin application, as well as other contributors to the development of AppleShare.

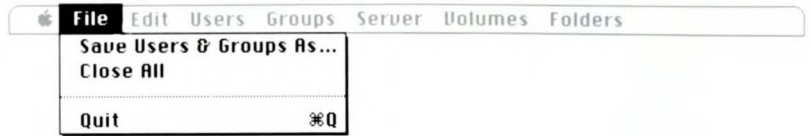


Desk accessories

Choosing any of the desk accessories causes that accessory to appear. You can use the Edit menu to cut, copy, and paste the information in most desk accessories.

The desk accessories are explained more fully in “Using Desk Accessories With AppleShare” earlier in this chapter and in *Macintosh Plus*, your owner’s guide.

File menu



Save Users & Groups As...

Lets you save a backup copy of the server's lists of registered users and groups (that appear in the User List and Group List windows) as a file on an AppleShare server volume or on a 3.5-inch disk. The Drive button lets you see the folders on another volume or disk. The Eject button lets you eject the disk in the built-in drive and insert another one. You can also change where the lists are stored by selecting the folder in which you want to save it, if any.

You can change the name of the file in which the backup copy of the lists will be kept by typing a new name.

Close All

Closes all windows that are displayed.

Quit

Leaves AppleShare Admin and returns to the Finder.

Edit menu



The Edit menu allows you to edit the names of volumes, documents, applications, or folders in their information windows. You can also edit user passwords in user information windows.

Undo

Undoes your last text-editing action.

Cut

Removes the selected text and places it on the Clipboard, replacing the previous contents if any.

Copy

Places a copy of the selected text on the Clipboard, replacing the previous contents if any.

Paste

Puts a copy of the contents of the Clipboard at the insertion point. You can continue to paste copies until you cut or copy a new selection, which replaces the old contents of the Clipboard.

Clear

Removes the selected text, without placing it on the Clipboard.

Users menu



Create User

Displays a new information window titled "New User." In the top panel of the window, you can register a user on the server with a name (up to 31 characters long) and password (up to 8 characters long). You can prevent the user named in the window from accessing the server as a registered user by deselecting the Login Enabled option. When you enter information, the OK and Revert buttons are no longer dimmed. Clicking OK saves the information you entered and lists the user name alphabetically in the User List window. Clicking Revert undoes any changes made since you last clicked OK. If you close the information window without saving changes, you'll be asked if you want to save them.

In the bottom panel, you can assign a user to up to 15 groups. These groups are listed alphabetically. You can also specify a primary group that will automatically be the group associated with any folder the user creates. What you enter or change in the bottom panel is automatically saved.

Delete User

Removes from the server the user whose name you selected in the User List window.

Before the user is deleted, you are asked to assign ownership of that user's folders to another user. The custodian is automatically selected to be the new owner. If you want to give all the folders to another registered user, you can scroll through the list and select another user. If you want to divide the folders between several other registered users, you should give them to yourself. You'll then have to use the File & Folder Info command in the Folders menu to review each folder and reassign ownership. If you want all users of the server to jointly own the folders, assign them to "<Any User>."

Clicking OK automatically removes that user from the User List window as well as from any folders or groups to which the user was assigned. The deleted user can log on to the server as a guest only.

User Info

Displays information about the user whose name you selected in the User List window. In this user information window, you can change the user name or password as well as change groups.

Remove Primary Group

Deletes the primary group you selected in the user's information window. That group is no longer automatically associated with any folder that the user creates. Deleting the primary group does not remove the user's membership in that group.

Revoke Membership

Removes the user from the group(s) you selected in that user's information window. AppleShare Admin automatically deletes the group name in the user's information window and removes the user's name from the respective group's information window. If the group selected is also the user's primary group, the group is deleted both from the place for the primary group and from the Groups list in the user's information window.

User List

Displays an alphabetical list of all registered users, including "<Any User>" and the custodian (indicated by a special icon). You may display this list any time you want to delete a user or get information about a user. In addition, you can make a user from the User List window the owner of a folder or volume or a member of a group.

Groups menu



Create Group

Displays a new information window titled “New Group.” In the top panel you can type a group name (up to 31 characters long). When you enter a name, the OK and Revert buttons are no longer dimmed. Clicking OK saves the name you entered and lists the group name alphabetically in the Group List window. Clicking Revert undoes any changes made since you last clicked OK. If you close the information window without saving changes, you’ll be asked if you want to save them.

In the bottom panel, you can assign any number of users to be members of this group. What you enter or change in the bottom panel is automatically saved.

Delete Group

Removes from the server the group whose name you selected in the Group List window. You're asked to confirm that you're sure you want to delete the group.

Clicking OK automatically removes the group from any place in which it is listed (the Group List window and any folders or volumes to which it has been assigned). Any access privileges previously assigned to the group are no longer in effect until another group is assigned to that folder or volume.

Group Info

Displays information about the group you selected in the Group List window. In this group information window, you can change the group name and the members of the group.

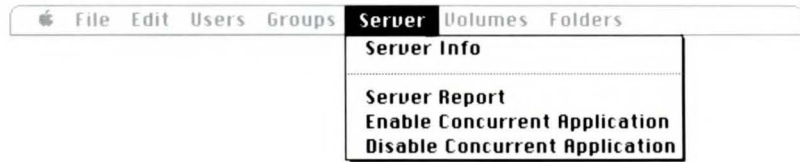
Revoke Membership

Removes from a group the user(s) you selected in the Members list in the group's information window. AppleShare Admin automatically deletes the users in the group and removes the group from the user information window(s).

Group List

Displays an alphabetical list of groups set up on the server. Display this list any time you want to review or change information about a group. In addition, you can assign a group from the Group List window to a folder or volume, or to a user's information window as a primary group or as a group of which the user becomes a member.

Server menu



Server Info

Displays information about the server. You can change the name of the server and change the Admin key for opening AppleShare Admin.

The characters of the Admin key appear as large dots until you type a new key. As you enter a new key, it appears as the characters you type. You are then asked to confirm the new key, and the characters you typed appear as large dots the next time you see the key.

Server Report

Lets you select one of two server reports—a complete report or a summary. When you select and confirm which report you want, AppleShare Admin lets you choose where on a server volume (or on a disk) you want to save the report and lets you name the report.

When you click Save, AppleShare Admin creates the report and saves it. (See Chapter 3 for a complete description of the contents of server reports.)

Enable Concurrent Application

Lets you select a concurrent server application. This server application will operate at the same time as the AppleShare server application. You must have previously installed a server application that is specifically designed to operate concurrently with the AppleShare server application. Otherwise, this command will be dimmed. See Chapter 4 for information about using concurrent server applications.

Disable Concurrent Application

Lets you deselect a concurrent server application so that it does not start when you start up the server. This command is dimmed if no concurrent server application has been enabled. Refer to Chapter 4 for more information about concurrent server applications.

Volumes menu



Volume Info

Displays information about the volume you selected in the Volume List window.

When a server volume is prepared for use on the server, its name is the name you gave the hard disk, all access privileges are given to all users, and the custodian is assigned as the owner.

In the top panel of the volume information window, you can change the volume name, change access privileges to the volume, and make all folders on the volume have the same access privileges. When you make a change, the OK and Revert buttons are no longer dimmed. Clicking OK saves the changes you made. Clicking Revert undoes any changes made since you last clicked OK. If you close the information window without saving changes, you'll be asked if you want to save them.

In the bottom panel, you can change the owner and assign or change the group. What you enter or change in the bottom panel is automatically saved.

In the bottom panel, you'll see information about the volume's contents and the date and time that the volume was prepared and its contents last changed.

Caution Using the Change All Enclosed Folders option replaces the owner, group, and access privileges specified for each folder in the volume with the information set up in the volume information window. You should seldom, if ever, need to do this. But if you do, be sure to notify each user who owns folders on the volume.

Remove Group

Deletes the group assigned to a volume. You must first open the volume information window and select the group assigned to the volume before you can choose this command. The access privileges set for the Group category are no longer in effect until you assign another group.

Volume Report

Lets you select one of two volume reports—a complete report or a summary. When you select and confirm which report you want, AppleShare Admin lets you choose where on a server volume (or on a disk) you want to save the report and lets you name the report.

When you click Save, AppleShare Admin creates the report and saves it. (See Chapter 3 for a complete description of the contents of volume reports.)

Verify Access Privileges

Checks access privilege information about the volume(s) selected in the Volume List window. AppleShare needs this information to be complete to start up the server. If this information is incomplete for a particular folder, then the folder's ownership is transferred to the custodian. This command is not the same as the Access Privileges desk accessory on an AppleShare work station startup disk.

Volume List

Displays an alphabetical list of volumes on the server. This list must be displayed before you can use any of the other commands in the Volumes menu.

Folders menu



File & Folder Info

Lets you display information about the file or folder you select, lets you create a new folder, or lets you delete a file or folder.

Clicking Volume lets you see the folders on another volume.

Clicking Open lets you open a selected folder in the list of folders.

Clicking Get Info displays the information window of the selected file or folder. In a file information window, you can change the name of the file and select the Locked option so the file cannot be changed. In the top panel of a folder information window, you can change the folder name, change access privileges to the folder, and make all folders inside the folder have the same access privileges. When you make a change in the top panel of a file or folder information window, the OK and Revert buttons are no longer dimmed. Clicking OK saves the changes you made. Clicking Revert undoes any changes made since you last clicked OK. If you close the information window without saving changes, you'll be asked if you want to save them.

In the bottom panel of the folder information window, you can change the owner and change the group. What you change is automatically saved.

In the bottom panel you'll see information about the date and time that the file or folder was prepared and its contents last changed. For a file, you'll also see its size and on which volume it's stored. For a folder, you'll see information about its contents.

Clicking New Folder displays a new folder information window titled "New Folder." You must enter a name and assign an owner to be able to create the folder on the server. You can also set or change access privileges and assign a group. Clicking OK creates the folder and enters information about the contents, and the date and time the folder was created and last modified.

Caution Using the Change All Enclosed Folders option replaces the owner, group, and access privileges specified for each folder in the folder with those set up in the folder information window. You should seldom, if ever, need to do this. But if you do, be sure to notify each user who owns any of the folders contained in the folder.

Clicking Delete deletes the selected file or folder after you confirm the command.

Remove Group

Deletes a group assigned to a folder. You must first open the folder information window and select the group assigned to the folder before you can choose this command. The access privileges set for the Group category are no longer in effect until you assign another group.

AppleShare server menus

When you start up the server, the AppleShare server menu bar provides the commands you may need to use while the server is available on the network.

Apple Menu



About AppleShare...

Shows the version number and the authors of the AppleShare server application, as well as other contributors to the development of AppleShare.



Desk accessories

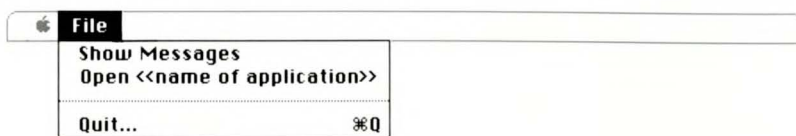
The same desk accessories that are on the *AppleShare Server Installer* disk appear here.

Warning

Do not install other desk accessories either in the System file in the Server Folder on the startup volume or in the System file in the System Folder on the *AppleShare Server Installer* disk.

File menu

The Open command does not appear unless you used AppleShare Admin to enable a concurrent server application.



Show Messages

Displays a list of AppleShare messages about activity on the server, as is described in Chapter 3.

Open <<name of application>>

Allows you to open a concurrent server application and keep the server available on the network. When you open the concurrent server application, it uses the screen, and the server status window is not displayed. You must quit the concurrent server application to display the server status window again. This command does not appear unless a concurrent server application is enabled. See Chapter 4 for information about using a concurrent server application.

Quit...

Lets you enter the number of minutes until shutdown and start the shutdown procedure. When the countdown ends, the server shuts down. See “Starting Up or Shutting Down the Server” in Chapter 4 for details about the shutdown procedure.



Chapter 6



Troubleshooting

This chapter will help you answer questions that may arise when messages appear on the server screen or at work stations. It also includes a checklist to help you troubleshoot the AppleTalk network if something goes wrong.

General problems

A volume is missing when you're going to select a startup volume while installing AppleShare file server software

You are asked to select a startup volume from a list on the screen, and a volume (hard disk) that you know is attached to the server does not appear on the list. Return to the Finder. Be sure all the disks are initialized according to the manufacturer's instructions. Be sure all the volumes that are attached to the server are turned on and up to speed before you switch on your Macintosh Plus as a server. Restart the AppleShare Admin program.

A user has forgotten his or her password

You can use the AppleShare Admin program to enter a *new* password in the user's information window.

You have forgotten the Admin key

If you forget the Admin key that you use while opening AppleShare Admin and don't have it written down, you'll have to:

Warning

Before you use this procedure, make sure that you have a backup copy of the Users & Groups file. See "Backing Up Users and Groups Lists" in Chapter 2 for more information.

1. Use the *AppleShare Server Installer* disk to start up the server's Macintosh Plus.
2. While in the Finder, locate the Users & Groups file in the Server Folder of the startup volume, drag it to the Trash, and choose Empty Trash from the Special menu.
3. Open the AppleShare Admin application.
4. Select the same startup volume that you had before.
5. When you're asked to select a Users & Groups file, select the backup copy of the Users & Groups file.
Click Volume until you see the disk name. Click Eject to insert another disk. If necessary, open any folders in the list until you see the backup copy of the file. Select the file and click Open.
6. When asked, type the server name and the new Admin key.
7. Continue to follow the procedure for preparing the server.
See "Installing AppleShare Server Software" in Chapter 4 for more information.

AppleShare messages

AppleShare messages may appear on the screen while you're starting up the server or using commands from the server's File menu—for example, choosing the Show Messages command to see the list of saved startup messages in the AppleShare Messages window.

The messages are listed here in alphabetical order and followed by a few words of explanation. If the message tells you there is a problem, a solution is suggested. Messages that begin with a name that can change—for example, a specific volume's name—are listed last.

- An unexpected error was encountered determining a disk drive status.

Switch off the server's Macintosh Plus and all hard disks, and check that all the cables are connected properly.

- AppleShare is not running from the startup volume's Server Folder.

Here are some possible causes:

The startup volume does not work with the hierarchical file system. You will need to use a different hard disk, such as the Apple Hard Disk 20SC, that works with the hierarchical file system.

The System file is not in the Server Folder on the startup volume. Start AppleShare Admin, which will copy the System file to the Server Folder.

The AppleShare Srvr file is not in the Server Folder on the startup volume. If the AppleShare Srvr file is in another folder or if it is not on the volume, start AppleShare Admin, which will copy the AppleShare Srvr file to the startup volume.

- AppleTalk is not Active. Please make AppleTalk Active and restart.

Use the Chooser and select the AppleTalk Active option.

AppleShare Srvr is the application file that turns the Macintosh Plus into a file server on the AppleTalk network.

- A problem was encountered examining volume “__”. Please contact your server administrator.

Either the server has encountered a serious system problem or some files or folders were either added or deleted from the volume while the server was shut down. Start AppleShare Admin, and choose the Volume List command from the Volumes menu. Then select the volume named in the message, and choose Verify Access Privileges from the Volumes menu.

- A problem was encountered in trying to open the concurrent application “__”.

AppleShare could not find the concurrent server application that was requested. Make sure the concurrent application is in the Server Folder of the startup volume.

- A problem was encountered in trying to register the server's name.

You may have given the server a name that already exists on the network or zone. Start AppleShare Admin and give the server a different name.

- A version of the AppleShare PDS file was encountered which is incompatible with this version of the AppleShare Srvr application.

Your AppleShare PDS file can't be used with this version of AppleShare. Start AppleShare Admin to correct it.

- Checking volume “__”; this may take a few minutes.

AppleShare is checking a hard disk. How long this takes depends on how much information the disk contains.

- File Service has been shut down.

When you see this message, the server also sends a message to work station users that the server has been shut down. Any work not already saved may be lost.

- No startup volume found.
AppleShare is looking for a valid startup volume. Start AppleShare Admin and either select a saved Users & Groups file or create a new one.
- Registering the server's name on the AppleTalk network...
The server is being made part of the AppleTalk network, where it will be known by the name you have given it.
- The Desktop data base on volume “_” could not be opened.
The Desktop Manager file is missing from the Server Folder. Copy it from the System Folder on the *AppleShare Server Installer* disk to the Server Folder on the startup volume.
- The number of minutes must be between 0 and 4094.
You must type a whole number. You can't type fractions of a minute. Nor can you type words, such as “two.”
- There are two volumes with the name “_”.
Each server volume must have a unique name. Use AppleShare Admin to rename one of the volumes in its volume information window.
- The system heap is too small.
You may be trying to use too many hard disks. Start AppleShare Admin, and then quit and restart the server. If the problem persists, shut down the server, switch off the Macintosh Plus, switch off the hard disks, disconnect one hard disk (any disk except your startup volume), and try starting up the server again. If the problem persists, see your authorized Apple dealer to make sure that the disk drive(s) you are using are compatible with AppleShare.
- The Users & Groups file is damaged. Please see your server administrator.
A problem was found with the Users & Groups file. Start AppleShare Admin and either select a saved Users & Groups file or create a new one.

- The version of the Users & Groups file is incompatible with this version of AppleShare Svr.

Your Users & Groups file can't be used with this version of AppleShare. Start AppleShare Admin and either select a saved Users & Groups file that is compatible or create a new one.

- Time left until shutdown: “__”.

When you see this message specifying the number of minutes left until shutdown, the server sends a message about the shutdown to Macintosh work stations logged on to the server. The message tells users the date and time the server is going to be shut down. Before shutdown, users should complete their work on the server and save all changes to avoid losing information.

- “__” could not be used because it's in the internal or external drive.

AppleShare can't use a 3.5-inch disk as a server volume.

- “__” is not a valid HFS volume.

AppleShare has encountered a volume (hard disk) that does not work with the hierarchical file system (HFS). You cannot use this hard disk as part of the server. You will need to use a different hard disk, such as the Apple Hard Disk 20SC, that works with the hierarchical file system.

- “__” is not a valid server volume.

AppleShare has not prepared this volume for use with the server. Start AppleShare Admin to prepare it.

AppleShare Admin messages

Most of AppleShare Admin's messages are self-explanatory. The following alphabetical list includes messages that may need a few extra words of explanation.

- Disk I/O error.

AppleShare Admin doesn't stop, but the current operation between the Macintosh Plus and the disk is cancelled.

- Memory is full. Close some open windows and try again.

You may get this messages when too many windows are displayed. (Managing windows takes up a lot of the memory of the Macintosh Plus.) Close some windows, and try again to do what you were doing.

- More than one startup volume was found. Please select the file server's startup volume.

AppleShare Admin has found that more than one volume contains a Server Folder with a Users & Groups file, so you must select a startup volume.

- No AppleShare volumes found. Press OK to return to the Finder.

This message appears if the hard disks attached to the server do not work with the hierarchical file system, or if the disks that were attached could not be accessed.

- Replace the System file on “__” with a newer System file?

The System file on the *AppleShare Server Installer* disk is newer than the System file on the server startup volume. Start AppleShare Admin, which will replace the older file with the newer one.

- Some access privilege information is incorrect. Please select this volume in the Volume List window and choose Verify Access Privileges. Then try this operation again.

This message appears if you used the Finder to change something on a server volume when the server was shut down.

- The file “__” is locked. Unlock and delete it?

This message appears if you try to delete a locked file, or a folder containing a locked file, while using the dialog box that appears after choosing File & Folder Info from the Folders menu.

- The file “Users & Groups” is in use. Please choose another file name.

You tried to save the Users & Groups file to the Server Folder of the startup volume (with the same name as the current file), but you can't replace that file because AppleShare Admin is using it. Either type a different name or save it in another folder.

- The folder needs to have an owner. Please drag a user's icon to the place for the owner's name.

This message appears if you are creating a new folder and try to save the information in the new folder information window without assigning an owner.

- The name is too short. Please use a name with at least one character.

You can't leave the name blank. Type at least one character that is not a space.

- The Users & Groups file on “__” is damaged. Do you want it fixed?

This message appears when there's something wrong with the Users & Groups file. AppleShare Admin can fix it.

- The user “__” can be a member of only 15 groups.

If possible, remove the user from one of the 15 groups, and then you can add that user to another group.

- The user “__” is already a member of 15 groups and cannot be added to group “__”.

If possible, remove the user from one of the 15 groups, and then you can add that user to another group.

- This file is already open.
You can't open the same file twice.
- This file or folder is busy and cannot be deleted.
You can't delete an open file or its folder.
- This folder contains the Server Folder and cannot be deleted.
You are not allowed to delete a folder containing the Server Folder.
- This name is taken by a file of a different type. Please choose another file name.
You tried to replace an existing file with a file of a different type.
- This volume is full.
Either try to use another volume, or delete some files and try again.
- You cannot install the AppleShare file server on this computer.
This message appears if AppleShare Admin is run on a Macintosh computer that has either 64K ROMs or less than 1 Mb of RAM.
- You must save this file in the Server Folder of the AppleShare volume or on a 3.5-inch disk.
The file referred to is the Users & Groups file.

Checking the AppleTalk network

Here's a checklist from *AppleTalk Personal Network*, the guide that came with your AppleTalk System Connector Kit, for when something goes wrong with the AppleTalk network. For more details, see the guide.

- Is the AppleTalk connector attached to the correct port?
- Are the devices you're trying to use attached to the network? Are the devices switched on and ready?
- Are all the devices you're trying to use on the same network?
- Check and tighten all AppleTalk connections.
- Check for dangling cables.
- Check for a circular network. You can't connect the network in a circle.
- If only one or two devices are having trouble, switch each device connected to the network off and back on. Make sure you follow the proper shutdown procedures if you're going to switch off the server.

If you've started up the server but one or more users can't find it in the Chooser after selecting the AppleShare icon, see the *AppleShare User's Guide* about checking the network.

If you have a LaserWriter, also see *LaserWriter and LaserWriter Plus*, your owner's guide, for more information.



Glossary

access privileges: The privileges given to or withheld from users to open and make changes to a folder and its contents. Through the setting of access privileges, you control access to the information that's stored on the server.

administrator: The person who sets up the server, registers users and their passwords, creates groups, and maintains the server.

Admin key: A unique word or set of characters that you must enter before you can open AppleShare Admin. The first time you open AppleShare Admin to install AppleShare server software, you choose the Admin key.

AppleTalk connector: A piece of equipment consisting of a connection box, a short cable, and a 9-pin or 25-pin plug that allows a device to be part of an AppleTalk network.

AppleTalk Personal Network: The AppleTalk connectors, cables, cable extenders, and software that link computers and peripheral devices, such as printers or file servers, together in a communication network. See also **network**.

cable: An insulated bundle of wires with connectors on the ends. An example is the AppleTalk cable.

check box: A small box associated with an option in a dialog box or window. When you click the check box, you may change the option or affect related options.

Chooser: A desk accessory that you use to make sure the AppleTalk Active option is selected. At a work station, the Chooser is also used to access the server and any other devices on the AppleTalk network.

concurrent application: An application that runs on the server's Macintosh Plus at the same time as the AppleShare server application and provides a service to users on the network.

connection box: A small box at one end of an AppleTalk connector. Cables plug into the box, allowing network signals to flow through it.

connector: A plug, socket, jack, or port. See also **AppleTalk connector**.

custodian: The "user" who becomes the owner of the prepared server volumes and any folders already on them. Ownership of unassigned folders is given to the custodian. The administrator chooses the custodian name and password and can use them to log on from a work station just as a registered user does.

desk accessory: A “mini-application” that is available from the Apple menu regardless of which application you’re using.

device: In this guide, any piece of equipment that can be attached to a network—a Macintosh, a LaserWriter, a file server, or other peripheral.

directory: A pictorial, alphabetical, or chronological list of the contents of a folder, disk, or volume.

document: Whatever you create with application programs—information you enter, modify, view, or save. See also **file**.

Everyone: The user category to which you can assign access privileges for any user with access to the server, whether logged on as a registered user or as a guest.

file: Any named, ordered collection of information stored on a disk. Documents, applications, and system files on disks are files.

file server: A combination of AppleShare software, a Macintosh Plus, and one or more hard disks, which allows users to store and share documents, folders, and applications over the AppleTalk network.

group: A named collection of one or more registered file server users. Groups are created for users who usually have common interests and share information.

Group: The user category to which you can assign access privileges for members of groups you create.

guest: A user who is logged on to the server without a registered user name and password. A guest cannot own a folder.

hard disk: A disk permanently sealed into a drive such as the Macintosh Hard Disk 20. A hard disk can store large amounts of information compared to a floppy disk.

installation: The process of adding information to a hard disk to prepare it as a server volume. You use AppleShare Admin to install server software on the hard disks attached to the Macintosh Plus. See also **startup volume**.

log off: To disconnect a work station from a server, usually by dragging any server volume icons to the Trash.

log on: To access a server from a work station and identify yourself. You can then use a volume on the server.

Make Changes: The access privilege that gives the right to make changes to a folder’s contents.

network: A system consisting of computers and other devices, connectors, cables, and appropriate software that allows the computers and devices to communicate with each other.

owner: The registered file server user who created or was assigned ownership of the folder. The owner is named in the folder’s information window.

Owner: The user category to which you can assign access privileges to the owner of a folder or volume.

password: A unique word or set of characters that must be entered before a registered user at a work station can access a volume on the server.

pathway: The list of folder names that shows you how to go from the volume level to where a folder or file is located in the hierarchy. Also, the pull-down list in a dialog box that shows the volume and folders opened to get to the current folder directory.

primary group: The group that you specify in a user's information window as the group with whom the user will most often be sharing documents stored on the server. When a user creates a folder, the primary group is automatically named as the group that will receive any access privileges set for the Group category. See also **group** and **Group**.

RAM Cache: RAM you can designate to store certain information that the Macintosh Plus's file system uses repeatedly. At present, 64K is the recommended amount for the AppleShare server. You set the RAM Cache in the Control Panel.

registered user: A user who has been given a user name and password by the administrator.

See Files: The access privilege that gives the right to open and copy documents and applications in a folder.

See Folders: The access privilege that gives the right to see folders within a folder.

server: See **file server**.

Server Folder: A folder created by AppleShare Admin on each volume. It contains information the server needs to operate. The Server Folder on the startup volume also contains the files that the server needs for starting up.

server report: A document created by AppleShare Admin that gives you information about the server. It lists registered users and the groups they're members of and includes information about how many folders and files a user has and the space they occupy.

shutdown: The temporary closing of the file server so it's not available on the network.

startup volume: A volume with all the system and AppleShare files that the server needs for starting up.

volume: A hard disk that's attached to the file server. A volume has a name and a volume directory with the same name.

volume report: A document created by AppleShare Admin that tells you about the folders in a specified volume, such as the names of files and folders, their owners and groups, and access privileges.

work station: A Macintosh that you can use to do your work and send or receive information over a network. AppleShare work stations are connected to the AppleTalk Personal Network.

zone: A group of one or more AppleTalk networks in a system of interconnected AppleTalk networks.



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